


DRESS CODE POLICY

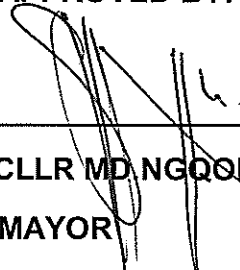


APPROVED BY:



MRS N. NOMANDELA
MUNICIPAL MANAGER

APPROVED BY:



CLLR MD NGQONDWANA
MAYOR

DATE:

DATE:

DRESS CODE POLICY	
Policy Name	Dress Code Policy
Policy Status	Draft
Date of Approval	
Date of First Implementation	
Date Last Amended	
Date of Next Review	This policy shall remain effective until such time approved otherwise by Council and may be reviewed whenever it is necessary to align it with changes of relevant legislation.
Purpose	To establish basic guidelines for appropriate work dress that promotes image of Nyandeni Local Municipality whilst also allowing maximum flexibility to maintain good morale, respect, religious, racial, gender and ethnic attire and give due consideration to safety and sound business practice.
Aims and Objectives	To enable employees to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing.
Policy Custodian	Senior Manager Corporate Services
Related Policies and Legislation	<ul style="list-style-type: none"> • Occupational Health and Safety Act no. 85 of 1993 • Labour Relations Act (Act 66 of 1997) • Harassment Policy • Code of Conduct
Approving Authority	Council
Applicability	This policy is applicable and binding to all Nyandeni Local Municipality

	employees.
Stakeholders Consulted	Counsellors, Management, Employees, Union

1. OBJECTIVE

The municipality's objective in developing a dress code policy is to enable employees to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing.

2. Purpose of a dress code policy

The purpose is to establish basic guidelines for appropriate work dress that promotes image of Nyandeni Local Municipality whilst also allowing maximum flexibility to maintain good morale, respect, religious, racial, gender and ethnic attire and give due consideration to safety and sound business practice.

3. Responsibility

Although Nyandeni Municipality dress code policy is an effort to establish some broad parameters, most departments have some uniqueness in terms of operating needs, such as public expectations and safety, therefore, regulations of employee dress will be managed at departmental level. Departments may establish more stringent requirements based on sound municipal needs but may not establish lower standards than those set forth herein.

4. Requirements

- a. The following guidelines are put in place for the departments to ensure that the basic requirements are adhere to according to the wishes of Nyandeni Municipality. Clothing that reveals too much cleavage, a person's back, feet, stomach or underwear is not appropriate for a place of work, even in a casual business setting.

- b. Even in a casual work environment, clothing should be pressed and never be wrinkled. Dirty or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms or pictures that may be offensive to other employees on it is unacceptable. Clothing that has the municipality's log on it is encouraged.
- c. Certain days can be declared dress down days. On these days, such as the annual Casual Day and Fridays, jeans and a more casual approach to dressing although never potentially offensive to others are acceptable.
- d. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change by the Council.
- e. Good personal hygiene and personal habits are very important. Body cleanliness, especially of the hands and fingernails, is a must. No employees will be permitted to wear unnatural hair colours (blue, green), or piercing in any visible part of the body other than the ears whilst at work. Hair, beards and moustaches must be neat, clean and well-groomed and of length in conformity to any occupational health and safety standard.

5. Slack, Pants and Suit Pants

Slacks that are similar to dockers and other makes of cotton or synthetic material pants, wool pants, flannel pants and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, seatpants, exercise pants, short shorts, shorts. Bermuda shorts, bib overalls, leggings and any spandex or other form-fitting pants such as bike clothing.

6. Skirts, Dresses and Skirted Suits

Casual dresses and skirts and skirts that are split or below the knee are acceptable. Dress and skirt length should be no shorter than five centimetres above the knee, or a length at which a lady can sit comfortably in public, short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, shorts, sun dresses, beach dresses and spaghetti-step dresses are inappropriate for the office.

7. Shirts, blouses, Tops and Jackets

Casual shirts, dress shirts, sweaters, tops and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words, items, logos, pictures, cartoons or slogans, halter-tops with bare shoulders and shirts unless worn under another blouse, shirt, jacket or jumper.

8. Shoes and Footwear

Conservative walking shoes, loafers, clogs, boots, flats, dress heels and leather deck-type shoes are acceptable. Flashy athletic shoes, thongs, flip-flops, slippers and any shoe with an open toe (male wearers) are not acceptable in the office. Closed toe and closed heel shoes are required in the technical operational area. Formal open toe and open heel are also acceptable.

9. Jewellery, Makeup, Perfume and Cologne

Jewellery, makeup, perfume and cologne should be in good taste with no visible body piercing other than pierced ears. Some employees are allergic to the chemicals in perfumes and makeup so such should be worn with restraint.

10. Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed. Staff working outside the building is allowed to wear head covering but it may not have insulting logos on it and may not be torn.

11. Protective or Safety Equipment/Clothing

Types of Personal Protective Equipment/ Clothing

- The need for and type of PPE/C to be issued will be determined by risk and impact assessments carried out by the respective departments and Safety Reps

- Supervisory staff shall ensure that PPE/C shall be relevant and effective for each task to be performed
- A matrix of the type of PPE/C to be issued per job/task must be compiled departmentally
- The respective departments must capture and update the results of the risk and impact assessment.
- Protective clothing where issued must be worn at all times whilst working in the areas where such protective clothing is required.
- Uniforms where issued must be worn at all times
- 2 Pairs for PPE should be provided once a year and be of a good quality

CONCLUSION

If clothing worn by the staff at work fails to meet the standards of this Dress Code or as determined the employee's supervisor and Human Resources Staff, the employee will be asked not to wear the inappropriate item to work again.

If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for an offence. Progressive disciplinary action will be taken for further dress code violations.

All other policies of the Council dealing with time and attendance will apply.

Adoption and Approval of Dress code

Policy by Council

This policy is adopted and approved by the full Council of Nyandeni Municipality for implementation.