

**AGENDA of the
Portfolio Committee : Management Services
19 April 2016
(Also the agenda for the Mayoral Committee Meeting : 28 April 2016)**

**2.
DRAFT DRESS CODE GUIDELINES**

4/7/5/B

**L Bucchianeri
01 March 2016**

(028) 3138120

Corporate Head Office

1. Executive Summary

The purpose of this report is to recommend to Council the approval of the Draft Dress Code Guidelines.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Management Services
Department: Human Resources

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

Occupational Health and Safety Act, 1993 [Act 85 of 1993]
Regulations promulgated in terms of the Occupational Health and Safety Act, 1993 [Act 85 of 1993]
Compensation for Occupational Injuries and Diseases Act, 1993 [Act 130 of 1993]
National Health Act, 2003 [Act 61 of 2003]
Regulations promulgated in terms of the National Health Act, 2003 [Act 61 of 2003]

6. Background/Discussion

Policies are introduced in the workplace to inform employees of rules of employment relationships and employee practices and also to maintain consistency within the workplace.

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The Draft Dress Code Guidelines were developed to ensure that staff members dress appropriately (suitable or proper to the occasion).

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

The guidelines were discussed by the local Human Resources Technical Working Group. This item served before the Local Labour Forum on 23 February 2016 for cognisance and was supported by management and organised labour.

10. Annexures

Annexure A: Draft Dress Code Guidelines

RECOMMENDATION TO THE COUNCIL:

that the draft Dress Code Guidelines be **approved**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

1 MAY 2016

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01 March 2016**

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Corporate Head Office

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
19 APRIL 2016, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the draft Dress Code Guidelines **be approved**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

1 MAY 2016

DRAFT DRESS CODE GUIDELINES

1. Policy Purpose

The dress code policy seeks to set acceptable standards to guide employees as to what deemed appropriate to wear to work. The formality of workplace dress is determined by the context and nature of work performed, as well as the level of interaction with internal and external clients.

2. Policy Objective and Scope

The objective of this policy is to ensure that the work attire of employees should complement a work environment that reflects an efficient, orderly and professional organization, whilst allowing employees to work comfortable and safely in the workplace.

3. Policy Target Audience

The policy applies to all employees, with the following exceptions:

This policy excludes uniform staff whose dress codes are provided in terms of their respective Staff Codes and employees who is issued with work clothing in terms of the Municipality's Uniform and Protective Clothing Schedule and Policy.

Definitions

Dress Code: A set of rules about what clothing may or may not be worn in a specific organisation.

Business Casual Attire: One definition of business casual states that it includes trousers, slacks, and skirts, as well as short-sleeved polo shirts and long-sleeved shirts, but excludes, tennis shoes, tight or short skirts, T-shirts, and sweatshirts".

Business casual: Business-casual dress can be defined as a middle ground between business formal wear and casual wear. Business casual is an ambiguously-defined dress code that has been adopted by many professional and white-collar workplaces. It entails neat yet informal attire and is generally more casual than informal business attire but more formal than casual or smart casual attire.

Professional Image: Impression projected by a person engaged in a profession, consisting of outward appearance and conduct exhibited on the workplace.

Corporate image: the way in which a company is seen and understood by people in general.

DRAFT DRESS CODE GUIDELINES**4. General Policy Provisions**

The following sections reflect the policy provisions:

4.1 General Guidelines

Employees need to dress in a professional and presentable way , to promote and reflect the Municipality's image and value.

Dress must be clean, neat and tidy, in good repair and should fit correctly, i.e. clothing that is not oversized or undersized. Under most circumstances business-casual attire, is acceptable.

Where officials are required to attend high level meetings such as Council and/or Mayoral Committee meetings, to represent the Municipality in court or to engage clients in high level meetings or proceedings, they are required to be appropriately dressed to the occasion.

Clothing that reveals too much bare skin of the chest area (cleavage), back, stomach and underwear/clothing that is see-through, or an observable lack of underwear, is not appropriate in a workplace.

Any clothing that has words, slogans, terms, or pictures that constitutes hate-speech, infringes the rights and dignity of others, or is deliberately provocative is not appropriate. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting to other employees.

Some visible tattoos or piercings may offend customers or colleagues. The only requirement is that the tattoos and piercings should not be visible to the public in the workplace and remain covered at all times if overtly offensive.

Any articles of clothing or jewellery which may present a health and safety hazard for employees will be unacceptable.

4.2 Client Contact

Employees with external client contact or front-line, across the counter contact with the public should wear business-casual attires, as should those who can be seen by clients in the course of everyday business.

Business-casual dress can be defined as a middle ground between business formal wear and casual wear. This means dressing professionally and neat.

Clothing that is encouraged includes slacks or synthetic material pants, jeans (that are neat, without a faded, worn-out or frayed appearance), collared shirts,

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dresses and skirts of a moderate length and conservative athletic or walking shoes, loafers, boots, flats, dress heels and leather deck-type shoes.

4.3 Technical and Operational Staff

Employees working in depots and in the fields are generally required to wear utility clothing as listed in the Municipality's Uniform and Protective Clothing Schedule. Where employees are required to undertake site visits or where work requires more functional clothing, hard-wearing, rugged attire is acceptable, examples include overalls, bibs, dust covers, hiking boots and bush jackets.

That the technical and operation staff members be permitted to wear jeans and track shoes. They are not junior operational staff that wear utility clothing such as overalls etc, but have to visit and inspect sites that are mostly in "rough" areas where there is soil, mud, dirt, trenches etc, and construction sites where other types of clothing is not appropriate.

5. Formal, High-Level Meetings

All officials, as representatives of the Council must at all times when attending any official meeting of the Municipality, dress appropriately to portray a professional and corporate image.

In other high-level meetings, where officials are, for example, representing the Municipality in court, or engaging clients in high-level corporate meetings of proceedings, the standard of dressing must be appropriate for the occasion and where applicable, informed by the dress code of the institution or client organization concerned.

6. Monitoring

Monitoring against this guidelines is a responsibility of all those with line management responsibilities. If clothing fails to meet these standards, as determined by the guidelines, the employee's supervisor may ask the employee not to wear the inappropriate item to work again.

7. Conclusion

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If employees experience uncertainty about acceptable attire for work, they must consult their supervisor or line manager.

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| Policy Section: | Human Resources |
| Current Update: | |
| Previous Review: | |
| Approval by Council: | 28 April 2016 |