

Blouberg Municipality



CHAPTER 31: DRESS CODE POLICY

1. Purpose

The primary aim of this Dress Code Policy is to develop an instantly identifiable image which is strongly linked to the municipality. Corporate image focuses on establishing a positive and professional perception of the municipality to its internal and external clients.

2. Scope of Application

This Policy shall be applicable to all employees and full time Councillors of Blouberg Local Municipality as well as temporary staff, students and interns, 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.

3. Objectives

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

4. Preamble

Staff is expected at all times to present a professional, business like image to colleagues and the public. Neatness and personal grooming are important aspects to achieve this image, especially with staff that interacts directly with the public.

Workplace clothing guidelines:

- To present or create a professional and identifiable appearance for colleagues, visitors and the public;
- To promote a positive working environment and limit distractions caused by provocative and inappropriate dress.

5. Acronyms

MLB: Blouberg Local Municipality

6. Legislative Framework

- Occupational Health and Safety Act (Act 85 of 1993)
- Constitution of the republic of South Africa, Act 108 section 15 (1)(a)
- Bathopele Principles
- Harassment policy
- Code of Conduct and disciplinary procedures

7. Definitions

Dress Code: A set of rules about what clothing may or may not be worn

Business Casual Attire: 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 the municipality is seen and understood by people in general.

7. Intent

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

8. General Guidelines:

(a) Staff shall present themselves in clothing that is in good repair, clean, pressed and to a standard that complies with the guidelines set in this policy. Items that are non-compliant with this policy will be regarded as unacceptable as business style clothing and will be in breach of the policy.

(b) Official name-tags should be worn by all staff on duty.

Business casual dress is the minimum standard that must be observed when representing the municipality or interacting with customers.

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.

(c) Where officials are required to attend high level meetings such as Council and/or Executive 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.

(d) 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.

(e) 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. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting to other employees.

8.1 Corporate Clothing:

Corporate clothing is essential in the branding of the municipality as well as the identification of employees.

Corporate clothing items will have the municipality's logo embroidered on the left chest of shirts, jackets, track suits, pullovers and golf shirts.

A Corporate Clothing Sub Committee will be appointed by the Local Labour Forum to approve corporate clothing

8.2 Business casual clothing:

In general, business casual means dressing professionally yet looking relaxed and neat. The following is a general overview of appropriate business casual attire:

- "Casual" in a business context means that a tie is not required, but a collar is.
- High-level business indicates a suit worn with a lounge shirt and tie.
- Low-level business casual includes khaki's, chino's and knitted golf shirts.
- In a business casual environment, clothes should be pressed and never wrinkled, torn, dirty or frayed. All seams must be finished.
- 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.

- Outside staff may wear jeans with a corporate shirt or golf shirt

9.3 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.

9.4 Personal Protective Clothing and Uniforms:

This type of clothing is prescribed by the Occupational Health and Safety Act and summarised in the PPE Policy and excluded from the Dress Code Policy

9.5 Unacceptable clothing:

- Jeans which are torn, faded or low-cut.
- Office staff may only wear jeans, which are not torn, faded or low-cut on dress down days.
- Athletic and tennis shoes
- Hiking or military style shoes and boots, excluding fashion boots and outside personnel
- Shorts, excluding outside personnel when combined with a corporate shirt
- Baseball caps, hats in the office, excluding official hats/caps and head-dress for cultural or religious purposes
- Skin-tight or form fitting pants, except when worn with a mid-thigh length top
- Any clothing that is worn, torn, frayed or has patches/holes
- Sweat clothing or workout attire such as sweat shirt, sweat pants, leotards, tights and jogging suits
- T-shirts. Union T-shirts may be worn on with Union activities or General Meetings. Excluding awareness campaigns by Government.
- Bare feet
- Bathing suits

- Sandals, flip flops, thongs or any shoe with an open toe (male wearers)
- Bare midriffs
- Extreme mini skirts
- Halter and bra tops
- Sheer or see-through clothing
- Tank tops, sleeveless or muscle shirts
- Undergarments worn as outer garments
- No logo clothing allowed, excluding activities or campaigns initiated by Government

10 Dress down day or casual day

Certain days can be declared dress down days, generally Wednesday. On these day jeans, sports shoes and a more casual approach to dressing, although never potentially offensive to others, are allowed.

Casual day dress code should never lead to casual behaviour at work and productivity and professionalism should always be strived for.

11 Tattoos and body piercings

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.

12 Contraventions

If clothing fails to meet these standards, as determined by the employee's manager and the Senior Manager: Human Resources, the employee will be requested not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and progressive disciplinary action will be applied if dress code violations continue.

13. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

Authorised by Municipal Manager:

Signature:

Date: 30/07/2024

Recommended by Portfolio Committee
on Corporate Services:

Signature:

Date: 30/07/2024

Approved by Municipal Council:

Signature:

Date: 30/07/2024