



Molemole Municipality

# Molemole Local Municipality

## Dress Code Policy

2019 - 2020

## **1. Purpose**

1.1 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**

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

2.2 This Policy does not address the clothing requirements as prescribed by the Occupational Health and Safety Act (Act 85 of 1993) and indicated in the Personal Protective Equipment and Uniform Clothing Policy.

## **3. Preamble**

3.1 Staff is expected at all times to present a professional, businesslike 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.

### **3.1.1 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.

## **4. Guidelines:**

4.1 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.

4.2 Official name-tags should be worn by all staff on duty.

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

#### **4.3.1 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.

The municipality will keep corporate clothing items at the Stores where employees would be able to purchase the items at affordable prices.

#### **4.3.2 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

#### **4.3.3 Personal Protective Clothing and Uniforms:**

This type of clothing are prescribed by the Occupational Health and Safety Act are excluded from the Dress Code Policy

#### **4.3.4 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 (Fridays).
- 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 departments.
- 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 departments.

## **5 Dress down day or casual day**

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

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

## **6 Tattoos and body piercings**

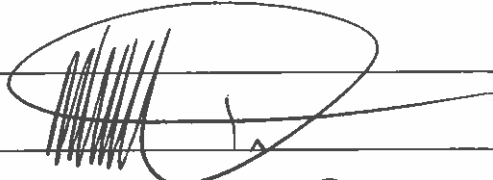
6.1 Some visible tattoos or piercings may offend customers or colleagues. The only requirement is that the tattoos and piercings should not be visible to the public in the workplace and remain covered at all times if overtly offensive.

## 7 Contraventions

7.1 If clothing fails to meet these standards, as determined by the employee's manager and the 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.

## 8 ENDORSEMENT

The Policy shall come into effect on the date of endorsement and shall cease only in the event where changes / variations has been signed by the Accounting Officer. Changes resulting from change in legislation or any mandatory order will have automatic effect.

<b>Signature:</b>	
<b>Initials and Surname:</b>	G. M. E. PAYA.
<b>Designation:</b>	Mayor
<b>Council Resolution Number:</b>	OC/7.5/29/05/19
<b>Council Date:</b>	29/05/2019