

8/1 **DRESS CODE POLICY**
DATE : 15/10/2010
AGENDA : **COUNCIL MEETING: 24/02/2011**

REPORT : **DIRECTOR CORPORATE SERVICES**

PURPOSE

The objective of this policy is to establish a formal dress code in order to enable employees to project the professional image that is in keeping with the needs of the community and internal and external stakeholders the municipality is serving to trust the employees.

Because the municipality requires the appearance of trusted employees who serve the community members at its offices on a daily basis a more formal dress code is necessary for employees.

Therefore employees are required to project the image of trustworthy, knowledgeable professionals for the community who seek municipal guidance, input and professional services.

It was therefore important for Human Resource Division to develop this policy that will expand more and give clear guidance on how employees are expected to wear during working hours and when serving the community.

BACKGROUND

The policy was drafted by Human Resource Division. This policy was then tabled and adopted at the Local Labour Forum meeting held on the 28th September 2010.

Training for Managers and Supervisors and employee wellness on this policy will be done before the end of December 2010.

FINANCIAL IMPLICATIONS

None

STAFF IMPLICATIONS

The policy will assist employees in portraying the professional image of the municipality and further to portray the appearance of trusted employees who serve the community.

Further to regulate more formal dress code for employees.

CURRENT POLICIES

Human Resource Manual Policy

OTHER PARTIES CONSULTED

Local Labour Forum

RECOMMENDATIONS

1. That the Dress Code Policy be accepted and approved by the Council.
2. That the contents of the policy be communicated to all staff to ensure adherence.

(FOR RECOMMENDATION TO COUNCIL)

Minutes Exco Meeting: 10/11/2010

Cllr Zim proposed that the matter be recommended to Council as follows and was seconded by Cllr Lithebe.

RECOMMENDED:

1. That the Dress Code Policy be accepted and approved by the Council.
 2. That the contents of the policy be communicated to all staff to ensure adherence.
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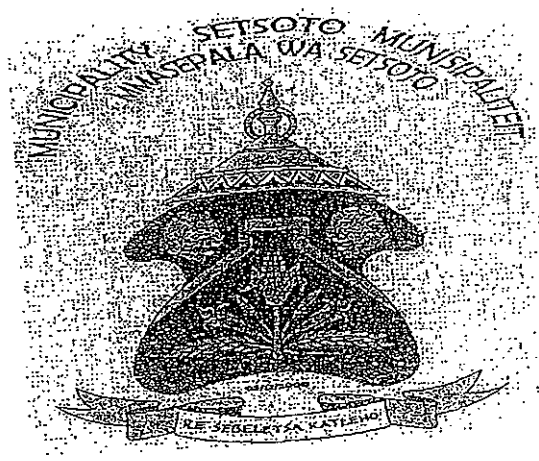
Minutes Council Meeting: 24/02/2011

Cllr Mokhuoane proposed that the matter be resolved as follows and was seconded by Cllr Zim.

RESOLVED:

1. That the Dress Code Policy be accepted and approved by the Council.
 2. That the contents of the policy be communicated to all staff to ensure adherence.
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SETSOTO LOCAL MUNICIPALITY DRESS CODE POLICY



Compiled by: Human Resource Division

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DRESS CODE POLICY

Policy Number: DCP1001	Approved Date: 28.09.2010
Effective Date:	Review Date: 28.09.2011

DOCUMENT APPROVAL

Name Signature Date:

Responsible:

Person:

Key words: Dress Code Policy

Reference documents: DCP1001

Applicability: *This policy is applicable to all employees.*

A Formal, Professional Dress Code

Setsoto Local Municipality's objective in establishing a formal dress code is to enable employees to project the professional image that is in keeping with the needs of the community and internal and external stakeholders the municipality is serving to trust us. Because the municipality requires the appearance of trusted employees who serve the community members at its offices on a daily basis, a more formal dress code is necessary for employees. Employees are required to project the image of trustworthy, knowledgeable professionals for the community who seek municipal guidance, input, and professional services.

Formal Dress Code

During working hours all employees are expected to look presentable. Therefore the standard of dressing for men is a suit or a jacket and pants and for women is a skirt and a shirt or a dress paired with appropriate accessories.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of work. In a work environment, clothing should be pressed and never wrinkled. Torn, 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 is unacceptable.

Dress Down Days

Certain days can be declared dress down days, generally Fridays. On these days, although never clothing potentially offensive to others, is allowed. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. You might want to keep a jacket in your office for the days when a client unexpectedly appears on a dress down day, especially if the client is wearing a suit.

Formal Business Attire Recommendations

This is an overview of appropriate formal business attire. The lists tell you what is generally acceptable as formal business attire and what is generally not acceptable as formal business attire.

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 you experience uncertainty about acceptable, professional formal business attire for work, please ask your supervisor or your Human Resources staff.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal. This includes sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.

Skirts, Dresses, and Skirted Suits

Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire for work if they contribute to the appearance of formal, professional dress. Most suit jackets or sport coats are also desirable attire for the office. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; sweatshirts; and t-shirts.

Shoes and Footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Athletic shoes, tennis shoes, thongs, flip-flops, slippers and sandals are not acceptable in the office.

Accessories and Jewelry

Tasteful, professional ties, scarves, belts, and jewelry are encouraged. Jewelry should be worn in good taste, with limited visible body piercing.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

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Conclusion

If clothing fails to meet these standards, as determined by 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 the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

1. POLICY APPROVAL

SIGNED BY PARTIES AT _____ THIS _____ DAY OF _____

MEMBER OF THE LOCAL LABOUR FORUM
(REPRESENTING EMPLOYER _____)

MEMBER OF THE LOCAL LABOUR FORUM
(REPRESENTING SAMWU _____)

MEMBER OF THE LOCAL LABOUR FORUM
(REPRESENTING IMATU _____)