

OVERBERG DISTRICT MUNICIPALITY

DRESS CODE POLICY 2015



Council Resolution No M 260
Date 27.07.2015
Municipal Manager <i>[Signature]</i>
Executive Mayor <i>[Signature]</i>
Reference No 9/1/B
Municipal Code No P-D-01.1

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1. **POLICY OBJECTIVE**

To set acceptable standards to guide employees as to what is 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 PHILOSOPHY AND PRINCIPLES**

To ensure that employees project a professional, business image to allowing employees to work comfortably and safely in the workplace.

3. **GUIDELINES**

- 3.1 Employees need to project a professional, client orientated appearance that promotes and reflects the Municipality's image and values.
- 3.2 Dress must be clean, neat and tidy, in good repair and should fit correctly i.e. cloths that are not oversized or undersized. Under most circumstances business-casual attire, as described under paragraph 4.2 below, is acceptable.
- 3.3 Where Councillors and 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 formally dressed as indicated under paragraph 4. Clothing indicating political affiliation, words, terms or pictures is unacceptable.
- 3.4 Clothing that reveals too much bare skin of the chest area, the back, stomach or underwear or clothing that is see-through is not appropriate.
- 3.5 Any clothing that has words, terms, or pictures that constitutes hate-speech, indicating political affiliation, infringes the rights and dignity of others, or is deliberately provocative is unacceptable.
- 3.6 Whilst body art is not discouraged, employees must be sensitive that visible tattoos and body piercing such as nose rings and tongue studs may offend some of their customers and colleagues. The only requirement is that the tattoos and piercing should not be visible in the workplace to the public if this is likely to cause an offence and if tattoos are overtly offensive they must be covered at all times.

4. **CLIENT CONTACT**

- 4.1 Employees with external client contact or front-line, across-the-counter contact with the public should wear business-casual attire, as should those who can be seen by clients in the course of everyday business.
- 4.2 Business-casual dress can be defined as a middle ground between business formal wear and casual wear. This means dressing professionally, looking relaxed yet neat.
- 4.3 Clothing that is encouraged includes slacks like Chinos and other makes of cotton or synthetic material pants, jeans that are neat, without a faded, worn-out or frayed

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

5. BACK-OFFICE EMPLOYEES

- 5.1 Employees who do not deal with internal and external clients or have no across-the-counter contact with the public i.e. so called back-office employees, may wear casual clothing to work, provided it is clean, neat and tidy, in good repair and is not offensive to fellow employees.
- 5.2 Whilst a casual dress code, is acceptable for this category of staff, it does not mean that employees should look sloppy. Not all casual clothing is suitable for the office and good sense should prevail. Clothing that works well for the beach, exercise sessions, sports contests or night clubs is not appropriate for the work place.

6. TECHNICAL AND OPERATIONAL STAFF

Employees working in depots and in the field 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.

7. CASUAL DAYS

Certain days can be declared casual days. On these days casual clothing is allowed. Sports team and fashion brand names on clothing are generally acceptable.

8. FORMAL, HIGH-LEVEL MEETINGS

Councillors and Officials attending Council and/or Mayoral Committee meetings are to adhere to the Dress Code Policy for Councillors, Municipal Manager, Executive Directors and Head of Departments attending Council and Sub-council meetings or any other Council Committee Meetings.

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

9. COMPLIANCE

Monitoring against this policy is a responsibility of all those with line management responsibilities and compliance should be reviewed on a regular basis. If clothing fails to meet these standards, as determined by the employee's supervisor, 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 offence. Progressive disciplinary action will be applied if dress code contraventions continue.

10. CONCLUSION

No dress code can cover all contingencies so Councillors and employees must exert a certain amount of judgment and common sense 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.

11. EFFECTIVE DATE

This policy shall come into effect on the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

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EXTRACT FROM THE COUNCIL MINUTES HELD ON 27 JULY 2015

Item M260. 27.07.2015

**HR (HUMAN RESOURCES) POLICIES (REVIEW)
(Ref.:9/1/B)**

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To seek Council approval for the proposed review of HR policies.

BACKGROUND

Municipalities are required to review HR policies. All proposed policies tabled and discussed at Local Labour Forum.

LEGAL REQUIREMENTS

Annual review of HR policies

ATTACHMENT

Proposed review of the following HR Policies:

- Overtime
- Smoking
- Employee Assistance Program Policy
- Cellular Phones and Data Card Policy
- Dress Code

UNANIMOUSLY RESOLVED: (Proposed by cllr I Sileku and seconded by cllr K Tiemie)

The amended reviewed HR Policies is approved with effect 1 August 2015.

- Overtime
- Smoking (Scrap paragraph 4.3)
- Employee Assistance Program Policy
- Cellular Phones and Data Card Policy
- ▪ Dress Code

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