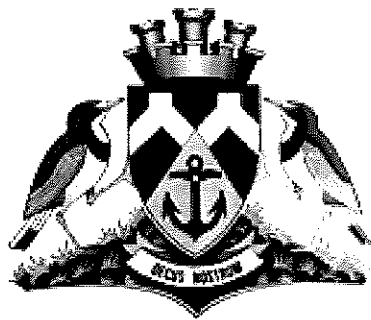


OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI



DRESS CODE POLICY

Council Resolution No:	A 159
Date:	28-06-2021
Reference No:	9/1/B
Municipal Code No:	P-D-01.2

TABLE OF CONTENT

	<u>Page</u>
1. Preamble	3
1.2. Policy objective	3
2.3. Policy philosophy and principles	3
3.4. Guidelines	3
4.5. Client Contact	3
5.6. Back-office employees	4
6.7. Technical and Operational Staff	4
7.8. Casual Days	4
8.9. Formal, High Level meetings	4
10. Cultural & Religious Diversity	
9.11. Compliance	4
10.12. Conclusion	4
11.13. Effective Date	5

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1. PREAMBLE

The Overberg District Municipality delivers services to the community of the Overberg. As such the ODM acknowledges that employees have to project an image of professionalism through the manner in which employees conduct themselves when dealing with the community and also in the image that employees project when dealing with the community and clients..

1.2. 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.

2.3. POLICY PHILOSOPHY AND PRINCIPLES

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

3.4. GUIDELINES

3.4.1 Employees need to project a professional, client orientated appearance that promotes and reflects the Municipality's image and values.

3.4.2 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.

3.4.3 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.

3.4.4 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.

3.4.5 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.

4.6 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.

3.64.7 The wearing of clothing which is the current fashion trend is not discouraged, but employees must ensure that such attire is in accordance with the guidelines of this policy and does not cause offense to the employer, co-employees, Councillors or clients.

4.5. 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.

5.6. 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. CULTURAL & RELIGIOUS DIVERSITY

The employer recognizes that cultural and religious diversity is a reality in the workplace. As such the employer and employees must respect cultural and religious practices and beliefs of co-employees. The employer also recognizes that cultural & religious practices may impact on the way employees may dress from time-to-time and in accordance with a cultural or religious practice.

109. COMPLIANCE

Monitoring compliance to 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 provisions of this policy 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.

110. CONCLUSION

No dress code can cover all contingencies therefore so Councillors and employees must exert a certain amount of discretion 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.

12. APPLICABLE LEGISLATION, CODES & PROCEDURES

- 12.1 Municipal Systems Act, Code of Conduct for Municipal Employees
- 12.2 Disciplinary Code and Procedure

13. 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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Item A159. 28.06.2021

HUMAN RESOURCE POLICIES

L Potgieter: Senior Manager: Corporate Services

(Ref.:9/1/B)

PURPOSE

To recommend new and amended policies to Council.

BACKGROUND

Several Human Resources Policy Workshops were held during April and May 2021. The following policies were reviewed:

- Occupational Health and Safety Policy
- Dress Code Policy
- Study Aid and Bursary Policy

DISCUSSION

The following amendments were suggested:

- (a) **Occupational Health and Safety Policy:** the most significant changes were made to Annexure A of the policy. One of the proposed changes is the transportation of employees who had been injured at work, for purposes of visiting specialists whilst under treatment for the injury.
- (b) **Dress Code Policy:** Reviews to the existing policy include provision for cultural and religious diversity in dress code.
- (c) **Bursary and Study Aid Policy:** As a result of the confusion between external bursaries and study aid, it was decided to compile two (2) separate policies. Reference was also made to the Director: Corporate Services, as the delegated authority to sign off Study Aid, whilst that position had been abolished and replaced with the Senior Manager: Corporate Services. The two policies are:
- o External Bursary Policy; and
 - o Study Aid Policy

The major difference between the two policies is that whereas the External Bursary Policy deals with the allocation of bursaries and funding for studies received by external donors for students and learners wishing to continue their studies, the Study Aid Policy deals specifically with financial assistance for employees of the ODM wishing to further their studies in order to enhance their own careers. In order to ensure transparency in the allocation of bursaries and study aid, a committee consisting of employees and / or Councillors as the case may be, is proposed.

LEGISLATIVE FRAMEWORK

Occupational Health and Safety Act, 85 of 1993.
Skills Development Act, 97 of 1998

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

ATTACHMENTS

- Annexure A: **Occupational Health and Safety Policy**
- Annexure B: **Dress Code Policy**
- Annexure C: **External Bursary Policy**
- Annexure D: **Study Aid Policy**

RECOMMENDATION

1. That the following policies be approved for submission to Council:

- a. Occupational Health and Safety Policy (amended)
- b. Dress Code Policy (amended)
- c. External Bursary Policy (new)
- d. Study Aid Policy (new)