



**DRESS CODE POLICY**  
**2023/2024**

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## **1. PREAMBLE**

Maruleng Municipality endeavours to ensure that all employees of council are appropriately dressed whilst performing council duties.

## **2. PURPOSE**

The dress code policy seeks to set acceptable standards to guide employees as to what is deemed appropriate to wear to work pertaining to dress code, uniform and protective clothing for employees.

## **3. POLICY OBJECTIVE**

The objective of this policy is to ensure that the work attire of employees should complement a work environment that reflects an orderly, professional and occupationally safe workplace.

## **4. POLICY TARGET AUDIENCE**

The policy applies to all employees inclusive of either permanent and temporary.

## **5. DEFINITIONS**

**Dress Code:** A set of rules about what clothing may or may not be worn in an organisation.

**Business Casual Attire:** One definition of business casual states that 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 a company is seen and understood by people in general.

**Uniform:** a special kind of clothing that is worn by all the members of a group or organisation (such as Traffic Officers and General Asistants)

**Protective clothing:** Clothing especially designed, fabricated, or treated to protect employees against hazards caused by extreme changes in the physical environment and dangerous working conditions

**Council** means Councillors elected by parties to serve in municipal council or acting by virtue of any power vested in the Council.

## **6. GUIDELINES ON DRESS CODE**

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

Dress must be clean, neat and tidy, in good repair and should fit correctly, i.e. clothing that is not oversized or undersized. Where officials are required to attend high level meetings such as Council and/or Mayoral Committee meetings, representing the Municipality in court or to engage clients in high level meetings or proceedings, they are required to be appropriately dressed for the occasion.

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 the workplace.

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. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. This includes images that are political in nature, are sexually provocative, use profanity or are insulting to other employees.

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

Any articles of clothing or jewellery which may present a health and safety hazard for employees is unacceptable.

Employees with external client contact or front-line employees, who have across the counter contact with the public should wear formal attire, as should those who can be seen by clients in the course of everyday business. The dress or skirt of an official must be above the knee with four fingers upper.

## **7. UNIFORM GUIDELINES**

Employees working in Traffic and General Assistants are required to wear their respective uniform during official duties. Prescribed full uniform shall always be worn in the correct manner, as required. Uniforms shall be treated with care and respect at all times, They shall neither be sold nor given to unauthorised individuals or organisations, nor shall they be made available to any individual for unauthorised use. Any contraventions of this provision shall be a criminal offence and subjected to applicable legal proceedings. Wearing and use of uniforms, badges and insignia of Maruleng Municipality is only permitted to employees by reason of his or her appointment, rank or designation.

Uniform worn must be of an acceptable quality and standard that suits the working environment.

## **8. PROTECTIVE CLOTHING GUIDELINES**

Employees working on site are required to wear protective clothing. Where employees are expected to undertake site visits or where work requires more functional clothing hard-wearing attire is acceptable, examples include overalls, bibs, dust masks and safety shoes.

Technical and operational staff members are permitted to wear jeans and safety shoes due to the fact that they have to visit and inspect sites that are mostly in "rough" areas where there is soil, mud, dirt, trenches and construction sites where other types of clothing is not appropriate.

Protective clothing worn must be of an acceptable quality and standard that suits the working environment.

## **9. ATTIRE FOR FORMAL/HIGH – LEVEL MEETINGS**

All officials, as representatives of the Council must at all times when attending any official meeting of Maruleng municipality, dress appropriately to portray a professional and corporate image.

In other high-level meetings, where officials are, for example, representing municipality or engaging clients in high-level corporate meetings, 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.

## **10. CONCLUSION**

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing that is worn to work. Should employees experience uncertainty about acceptable attire for work, they must consult their supervisor or line manager.

## **11. POLICY MONITORING AND EVALUATION**

Monitoring against these guidelines shall be the responsibility of all those with line management responsibilities. If clothing fails to meet these standards, as determined by the guidelines, the employee's supervisor may ask the employee not to wear the inappropriate item to work again.

## **12. COMMUNICATION**

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

## **13. POLICY REVIEW**

This policy will be reviewed annually and revised as necessary.

## **14. BUDGET AND RESOURCES**

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

## **15. ROLES AND RESPONSIBILITIES**

The Municipal Manager or his/her delegated assignee accepts overall responsibility for the implementation and monitoring of the policy.

## **16. DISPUTE RESOLUTION**

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the management team of the municipality for adjudication.

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## 17. IMPLEMENTATION OF THE POLICY

The policy shall be implemented after consultation with relevant stakeholders and the approval by the municipal council.

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