



DRESS CODE POLICY

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1. 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.

2. POLICY OBJECTIVE

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

3. POLICY TARGET AUDIENCE

The policy applies to all employees of Mkhambathini Local Municipality.

4. DEFINITIONS

Dress Code: A set of rules about what clothing may or may not be worn in a specific organization.

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/organisation is seen and understood by people in general.

Uniform: a special kind of clothing that is worn by all the members of a group.

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.

5. GUIDELINES ON DRESS CODE

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

Dress must be clean and neat in good repair and should fit correctly, i.e., no clothing that is oversized or undersized. Where officials are required to attend high level meetings such as Council meeting and general meetings, to represent 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), stomach back, stomach (crop tops and bum shorts) short skirts (if above the knee) 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, sexually provocative, insulting to other employees.

Any articles of clothing or jewelry i.e. (big chain on neck that has knife) which may present a health and safety hazard for employees is unacceptable.

6. PROTECTIVE CLOTHING GUIDELINES

Employees working in depots and 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.

7. ATTIRE FOR FORMAL/HIGH - LEVEL MEETINGS

All officials, as representatives of the Council must always when attending any official meetings of Mkhambathini Municipality, dress appropriately to portray a professional and corporate image.

In other high-level meetings where officials are for example, representing Mkhambathini 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.

8. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended and approved by Council. 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 and if the employee continues, then the supervisor may escalate the complain to the Human Resources Office.

9. COMMUNICATION

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

10. POLICY REVIEW

This policy will be reviewed when its necessary.

11. BUDGET AND RESOURCES

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

12. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to Director Corporate services.

13. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy was adopted by the Mkhambathini Council at its meeting on 27 June 2024 with resolution number: LC9.5/27.06.2024
