

**REFERENCE NR: 4/1/1/B**

**LESEDI LOCAL MUNICIPALITY  
DEPARTMENT CORPORATE SUPPORT  
HUMAN RESOURCE DIVISION**

**DRESS CODE POLICY  
FOR  
LESEDI LOCAL MUNICIPALITY**



This document is the property of Lesedi Local Municipality and shall be issued only to those stakeholders requiring it in the execution of their official duties. Any person finding an abandoned copy of this document is requested to submit it to the Lesedi Local Municipal Office or SAPS Station for return to Lesedi Local Municipality at Department Management Support Services: Human Resources Section, together with the particulars of the circumstances under which it was found. All correspondence should be addressed to the Municipal Manager at P O Box 201, Heidelberg, Gauteng, 1438. Tel: (016) 340 4300 Fax: (016) 340 4394. E-Mail: [lesedi@lesedilm.co.za](mailto:lesedi@lesedilm.co.za)

**APPROVAL SHEET: DRESS CODE POLICY FOR LESEDI LOCAL MUNICIPALITY**

<b>APPROVAL AUTHORITY</b>	<b>COMMENTS</b>
<p>_____</p> <p>Union's: IMATU: Date _____</p>	
<p>_____</p> <p>Union's: SAMWU: Date _____</p>	
<p>_____</p> <p>Executive Manager: Corp Supp: Date _____</p>	
<p>_____</p> <p>Municipal Manager: Date _____</p>	
<p>_____</p> <p>Mayor: On behalf of Council: Date _____</p>	

**LETTER OF PROMULGATION**

The Dress Code Policy is hereby authorised and published as an instruction for implementation in Lesedi Local Municipality with effect from: \_\_\_\_\_

This policy is published by the Department Corporate Support: Human Resource Division and presented for authorisation to the Municipal Manager as well as the Council in order to get final approval and authorisation to implement it.

It must be implemented to the lowest applicable levels of command and control.

The information contained in this document was well researched and investigated by means of different resources. It must be treated in accordance to its security classification indicated on this document.

Extracts and copies of this document may be made provided that appropriate care is taken to ensure that authorised changes to its contents are also incorporated into extracts and/or copies.

Proposed corrections and/or amendments to this document must be forwarded to the Human Resource Manager at Department Corporate Services via the normal departmental channels of command and control.

The file reference to be used must be 4/1/1/B for all correspondence relating to the subject of this document.

\_\_\_\_\_  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**

## **SUPPLEMENTARY INFORMATION**

### **Maintenance requirements**

All stakeholders issued with a hard copy of this document shall maintain this document regularly and shall adhere to the content thereof and manage and apply it in accordance and/or ensure that it is cascaded through implementation down to the lowest levels and transferred from one person to another.

Maintenance shall be effected when:

- a. the document is received initially
- b. any amendments are inserted, and
- c. when it is finally returned or withdrawn.

### **Controlling Authority**

The controlling authority for this document is between the Municipal Manager and the Council of Lesedi Local Municipality

### **Responsible Authority**

The authority responsible for this document is Corporate Support: Human Resource Division.

### **Executing Authority**

The executing authorities are the Municipal Manager, the Executive Manager's of Departments and their Managers in Lesedi Local Municipality. MMC's of Relevant Departments will oversee and monitor the functions.

### **Originating Authority**

Human Resource Division

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### **Time Factors**

Date of Implementation: \_\_\_\_\_

Review Date: Annually after implementation or when needed.



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# LESEDI LOCAL MUNICIPALITY

## Dress Code Policy

### INTRODUCTION

*Lesedi Local Municipality has developed its own dress code policy, to which all officials are mandated to abide without exception. Disciplinary action will be taken for noncompliance to this policy.*

### GUIDELINES

#### Council's Office Dress Code for Daily Activities

Clothes may be any color.

Clothes should be presentable and neat for office use.

### SHIRTS AND BLOUSES

The following types of shirts or blouses are **ACCEPTABLE**: short and long sleeve Golf shirts, short and long sleeve, button down shirts with collars, and/or long or short sleeve denim dress shirts in any colour, and for women sleeveless blouses pull over type or blouses with lace or ruffles and low-cut golf blouses.

Blouses/shirts can either be tucked in or hang over pants / skirts depending on the design (madiba).

### PANTS

Decent presentable types of pants are **ACCEPTABLE** for both women and men.

The following types of pants are **UNACCEPTABLE** for both men and women: From Monday to Thursday, except sports days, string tie pants, tracksuit pants, sport wear pants, no pants with elastic waist bands or elastic cuffs, no spandex pants or pants that hang below the waist and are unduly oversized or too small may be subjected to discipline.

### SKIRTS AND SHORTS

The following are an **ACCEPTABLE** dress style in any color: ruffles, zippers, extra buttons, or lace all skirts should be  $\pm$  5 fingers from the knee.

### FOOTWEAR

Decent footwear for men and women.

The following footwear is **UNACCEPTABLE**: sneakers with wheels attached to the bottom

Men and Women may wear shoes to compliment their outfit in a professional style.

***Uniforms***

Those who are obliged to wear uniforms **MUST** wear it as required in the workplace in accordance to the Occupational Health and Safety Act requirements.

Those Departments/Sections who choose to wear uniforms other than those who are obliged, may after authorization has been granted and only if all stakeholders agree and only if there is funds available, obtain quotations for such uniforms.

**FRIDAYS**

Friday's is dress down day, officials may dress down on Fridays, meaning dress more informal but still presentable.

**COUNCIL'S DRESS CODE FOR SPORTING ACTIVITIES.**

Lesedi Logo Colors should be worn, for sporting activities such as inter Municipality games Tennis shoes and rubber soled shoes are then preferred. No sports wear on dress down days (Fridays).

Council provides for those who participate in sporting activities depending on the sport event.

**T-SHIRTS WITH LOGO'S / SLOGANS.**

No offending or insulting logo's, slogans, offensive language and pictures on t-shirts.

***Council reserves the right to make decisions on individual dress code issues in a fair and transparent manner.***