



LESEDI
Local Municipality

**DRESS CODE POLICY
2018 / 2019**

**APPROVED DATE BY COUNCIL: 7 JUNE 2018
COUNCIL RESOLUTION NUMBER: LC.MC - 65/05/2018**

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1. PREAMBLE

The Lesedi Local Municipality (LLM) endeavours to ensure that all employees of council are appropriately dressed whilst performing council duties. Where financial cost are incurred LLM will assist employee with an allowance that has been approved by council.

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 of Lesedi Local Municipality.

5. DEFINITIONS

Dress Code: A set of rules about what clothing may or may not be worn in a specific 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, Fire Fighters and General Workers)

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 the Lesedi Local Municipality (LLM) and includes Councillors or any officer employed by the Council, 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 value.

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, 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), 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 or religious in nature, are sexually provocative, use profanity or are insulting to other employees. **If there are compelling reasons for an employee to wear clothing representing any political party during official hours, the employee should cover the political logo in the premises of the Municipality.**

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 business-casual attire, as should those who can be seen by clients in the course of everyday business.

7. UNIFORM GUIDELINES

Employees working in Traffic and Fire 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 Lesedi Local Municipality is only permitted to employees by reason of his or her appointment, rank or designation.

A uniform allowance which shall be stipulated by the Finance section annually will cover the uniform cost for Fire, Traffic, VIP, Staff uniform and Staff Protective Clothing This amount must be approved by council annually.

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

8. 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.

9. ATTIRE FOR FORMAL/HIGH – LEVEL MEETINGS

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

In other high-level meetings, where officials are, for example, representing LLM 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 organisation 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. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum 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 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 Senior Management Team (SMT) of the municipality for adjudication.

17. AUTHORITY

Formulated by:

Date:

Consulted: LLF:

Date:

Section 80 Approval:

Date:

Council Approval:

Date