

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr F Africa

Committee Members :

**Cllrs A Komani, C Resandt,
Ald T Nqinata & Cllr S Beyi**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

6 June 2024

I N D E X

ITEM

**PAGE
NUMBER**

OPENING

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**AGENDA of the
Portfolio Committee: Management Services
6 June 2024
(Also the agenda for the Mayoral Committee Meeting: 12 June 2024)**

**1.
REVISED DRESS CODE GUIDELINES**

**L Bucchianeri
9 May 2024**

Senior Manager: Human Resources

(028) 313 8120

1. Executive Summary

The purpose of this report is to recommend to Council the Revised Dress Code Guidelines for approval by Council.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate : Management Services
Department : Human Resources

3. Compliance with Strategic Priorities

Provision of democratic, accountable, and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

None

6. Background/Discussion/Evaluation/Conclusion

The guideline was revised during April 2016. It is necessary in the current working environment to update and align the Guideline.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

This item served before the LLF on 8 May 2024 for review.

**AGENDA of the
Portfolio Committee: Management Services
6 June 2024
(Also the agenda for the Mayoral Committee Meeting: 12 June 2024)**

10. Annexures

Annexure A: Revised Dress Code Guidelines

RECOMMENDATION TO THE COUNCIL:

that the Revised Dress Code Guidelines **be approved.**

RESPONSIBLE OFFICIAL:

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION:

1 JULY 2024

**AGENDA of the
Portfolio Committee : Management Services
4 April 2024
(Also the agenda for the Mayoral Committee Meeting : 10 April 2024)**

**1.
REVISED DRESS CODE GUIDELINES**

**L Bucchianeri
9 May 2024**

Senior Manager: Human Resources

(028) 313 8120

THIS MATTER SERVED BEFORE THE MANAGEMENT SERVICES PORTFOLIO COMMITTEE ON 6 JUNE 2024, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:

RECOMMENDATION TO THE COUNCIL:

that the Revised Dress Code Guidelines **be approved.**

RESPONSIBLE OFFICIAL:

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION:

1 AUGUST 2024

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REVISED

DRESS CODE GUIDELINES

1. DEFINITIONS

- 1.1 Dress Code:** A set of rules about what clothing may or may not be worn in a specific organisation.
- 1.2 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".
- 1.3 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.
- 1.4 Professional Image:** Impression projected by a person engaged in a profession, consisting of outward appearance and conduct exhibited on the workplace.
- 1.5 Corporate image:** the way in which a company is seen and understood by people in general.

2. [POLICY] PURPOSE

The dress code **[policy] guidelines** seek to set acceptable standards to guide employees as to what 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.

3. **[POLICY] OBJECTIVE AND SCOPE**

The objective of this **[policy] guidelines** is to ensure that the work attire of employees should complement a work environment that reflects an efficient, orderly, and professional organization, whilst allowing employees to work comfortable and safely in the workplace.

4. **[POLICY] TARGET AUDIENCE**

The **[policy] guidelines** apply to all employees, with the following exceptions:

This **[policy] guidelines** exclude uniform staff whose dress codes are provided in terms of their respective Staff Codes and employees who is issued with work clothing in terms of the Municipality's Personal Protective Equipment Policy. **[Municipality's Uniform and Protective Clothing Schedule and Policy]**.

5. **GENERAL [POLICY] PROVISIONS**

The following sections reflect the **[policy] guidelines** provisions:

5.1 **GENERAL GUIDELINES**

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. Under most circumstances business- casual attire, is acceptable.

Where officials are required to attend high level meetings such as Council and/or Mayoral Committee meetings, to represent the Municipality in high level meetings or engagements must be appropriately dressed to the occasion.

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.

[Some visible tattoos or piercings may offend customers or colleagues.] The only requirement is that the tattoos and piercings should not be visible to the public in the workplace and always remain covered if overtly offensive.

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

5.2 CLIENT CONTACT

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.

Business-casual dress can be defined as a middle ground between business formal wear and casual wear. This means dressing professionally and neat.

Clothing that is encouraged includes slacks 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.

5.3 TECHNICAL AND OPERATIONAL STAFF

Employees working in depots and in the fields are generally required to wear utility clothing as listed in the Municipality's Personal Protective Equipment Policy [**Municipality's Uniform and Protective Clothing Schedule and Policy**]. 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.

That the technical and operational staff members be permitted to wear jeans and track shoes. They are not junior operational staff that wear utility clothing such as overalls etc. but have to visit and inspect sites that are mostly in "rough" areas where there is soil, mud, dirt, trenches etc., and construction sites where other types of clothing is not appropriate.

6. [FORMAL, HIGH-LEVEL MEETINGS

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

In other high-level meetings, where officials are, for example, representing the Municipality in court, or engaging clients in high-level corporate meetings of proceedings, 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.]

7. GENERAL HYGIENE

Employees of the Overstrand Municipality must comply with generally accepted hygiene requirements during normal working hours throughout the period of their employment.

8. MONITORING

Monitoring against these guidelines is a 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.

9. CONCLUSION

No dress code can cover all contingencies so employees must exert a certain amount of judgment 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.

[Policy] <u>Guidelines</u> Section:	Human Resources
Current Update:	
Previous Review:	
Approval by Council:	28 April 2016