

DRESS CODE GUIDELINES

1. Policy Purpose

The dress code policy seeks 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.

2. Policy Objective and Scope

The objective of this policy 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.

3. Policy Target Audience

The policy applies to all employees, with the following exceptions:

This policy excludes 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 Uniform and Protective Clothing Schedule and Policy.

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.

*Approved by Council
28 April 2016*

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The following sections reflect the policy provisions:

4.1 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 court or to engage clients in high level meetings or proceedings, they are required to be appropriately dressed to 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 a 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.

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 remain covered at all times if overtly offensive.

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

4.2 Client Contact

Employees with external client contact or front-line, across the counter contact with the public should wear business-casual attires, 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

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(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.

4.3 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 Uniform and Protective Clothing Schedule. 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 operation 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.

5. Formal, High-Level Meetings

All officials, as representatives of the Council must at all times when attending any official meeting 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 organization concerned.

6. Monitoring

Monitoring against this 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.

7. 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.

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