



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

DRESS CODE POLICY

Policy Number: DC -P	Approved by Council: 01 August 2013
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1. OBJECTIVE

The Objectives of the Victor Khanye Local Municipality Dress Code Policy aims to ensure that employees project a professional, business-like image that is consistent with our grand vision and mission statement while experiencing the advantage of more casual and relaxed clothing.

2. GUIDELINES

The Municipality has therefore adopted the Business Casual dress as its Standard for this dress code policy. In contrast with the dress code of many blue collar and service workers, business casual dress is not a uniform but a smart, professionally and presentable way to dress in an organisation.

3. A FORMAL, PROFESSIONAL DRESS CODE

Local Government Sector/Industry is service orientated sector which its main focus is to render service delivery to the community and is it also vast and dynamic which requires a lot of interaction with the members of the public and other service providers, a more formal dress code is necessary for our employees. We must project the image of trustworthy, knowledgeable professionals to the members of the public and other service providers who seek our guidelines, input and professional services.

Name Tags

It is for the above mentioned reason that employees must always wear name tags that are visible. A name tag system is a way of maintaining safety and productivity. The uses of employee name tags in the workplace offer the ability to identify anyone that enters the work area and help management monitor employee reliability in implementing Batho Pele Principles as well the municipality's adopted values.

Formal Dress Code Guidelines

In a Formal Government Environment, the standard of dressing for men and women is a suit, a jacket and pants or a skirt, or a dress paired with appropriate accessories.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a professional work

environment, clothes should be pressed and never wrinkled. Torn, dirty or frayed clothing is unacceptable. Any clothing that has words, terms, slogans or pictures this includes images that are political or religious in nature, are sexually provocative, use bad language or are insulting of other employees is not acceptable.

Formal Work Environment Attire Recommendations

This is an overview of the appropriate formal work environment attire. The list tells you what is generally acceptable as formal work environment attire and what is generally not acceptable as a formal dress code.

No dress code can cover all the contingencies so employees must apply a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional formal work environment attire for work please ask your human resource staff at Corporate Services

- SLACKS,PANTS AND SUITS PAINTS

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket and nice looking dress and synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal which include jeans, sweatpants , exercise pants , Bermuda shorts , bib overall, revealing leggings or any other spandex or other form-fitting pants which people wear for exercising or biking are not allowed.

- SKIRTS,DRESSES AND SKIRTED SUITS

Dresses, skirts, skirts with jackets, dressy two piece knit suits or seat, and skirts that are spilt high up are not acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that are halfway up the thigh are inappropriate for work. Miniskirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the office.

- SHIRTS ,TOPS ,BLOUSES AND JACKETS

Shirts, dress shirts sweaters, tops and turtlenecks are acceptable attire for work environment if they contribute to the appearance of the formal, professional dress. Most suit jackets or sport coats are also desirable attire for the office. Inappropriate attire for work includes tank-tops, worn without any shirt or jersey inside, midriff tops, shirt with potentially offensive words, terms , logos, pictures , cartoons , or slogans, halter – tops , tops with bare shoulders or plunging necklines, golf –type shirts, sweatshirts and t-shirts that are offensive to other employees.

- SHOES AND FOOTWEAR

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels and backless shoes are acceptable for work. Inability to wear socks is inappropriate for male employees. Athletic shoes, tennis shoes, thongs, flip flops, slippers, and any casual shoe with an open toe are not acceptable for male employees in the office.

- ACCESSORIES AND JEWELLERY

Tasteful, professional ties, scarves, belts, and jewellery are encouraged. Jewellery should be worn in good taste, with limited visible body piercing

- MAKEUP, PERFUMES AND COLOGNE

A Professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

- HATS AND HEAD COVERING

Hats are not appropriate for male employees in the office, Head covers that are required for religious purposes or to honour cultural traditions are allowed.

- EMPLOYEES ON SITE

Employees working on site with hazardous and dangerous equipment are required to wear their protective clothing which include the following

- **Safety shoes:** VKLM will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open toe shoes. A reliable safety shoe vendor will visit the company periodically.
- **Safety glasses:** The wearing of safety glasses, goggles, marks and hair nets by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.
- **Seat belts:** All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on VKLM business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

4 . DRESS DOWN DAYS AND CASUAL DAYS

Certain days can be declared dress down days, generally Fridays, on these days, jeans, sneakers, and more casual approach to dressing, although never potentially offensive to others are allowed

Many people make the mistake of thinking that casual wear is the same as fun-wear, unfortunately it is totally inappropriate to wear fun-wear to the office.

Unfortunately the casual day dress code tends to lead to casual behaviour at work. Productivity and professionalism has been found to be less controlled and this behaviour should be guided against.

5 . REPRESENTATIVE OF THE MUNICIPALITY

Formal Casual dress is the minimum standard that must be observed when representing the municipality or interacting with the public and service providers.

Before attending any workshop or community event, the accepted dress code should be ascertained. These might include civic or business development meetings, luncheons, and dinners.

6. LEGALITY

Generally, employers are entitled –or certainly not prohibited from introducing company policy in respect of clothing and grooming that the employer requires of his employees in his workplace. This can be for many reasons-identification of the company in public places, projecting a certain corporate image both on and off the workplace, uniformity of appearance, and so on.

The courts have recognized that “the appearance of a company’s employees may greatly contribute to the company’s success with the public and a reasonable dress or grooming code is “therefore a proper management prerogative “

Such codes would only be considered to be discriminatory if the employer imposes dress or grooming codes on one group of employees only, or imposes more rigid requirements on one group only.

7. CONTRAVENTIONS

If clothing fails to meet the required standards, as determined by the employer the employee will be asked not to wear the inappropriate clothes to work again. If the problem persists, the employee will be sent home to change clothes and will receive verbal warning for the first offence. All other policies about personal and company time use will apply. Progressive disciplinary action will be applied if the policy is violations continue.