



# DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

## Dress Code Policy

**Date of Approval/Review by Council**

30 January 2019

**Implementation Date**

30 January 2019

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A city of excellence



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**1. INTRODUCTION**

Drakenstein Municipality requires all employees and Councillors to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. Employees need to project a professional, client orientated appearance that promotes and reflects the Municipality's image and values.

**2. PURPOSE**

To set acceptable standards to guide employees and councillors on what is deemed appropriate appearance at work.

**3. SCOPE**

This policy applies to all Drakenstein Municipality employees, political staff and councillors.

**4. LEGAL FRAMEWORK**

- 4.1 Municipal Systems Act no 32 of 2000;
- 4.2 Occupational Health and Safety Act 85 of 1993; and
- 4.3 Labour Relations Act no 66 of 1995.

**5. PROPER DRESS CODE AND APPEARANCE FOR OFFICE STAFF AND COUNCILLORS**

- 5.1 Dress must be clean, neat and tidy, in good repair and should fit correctly i.e. clothes that are not oversized or undersized.
- 5.2 Where Councillors and 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 stakeholders in high level meetings or proceedings, they are required to be neatly and appropriately dressed. Clothing indicating political affiliation, words, terms or pictures is unacceptable.
- 5.3 Notwithstanding 5.2 above, the Executive Mayor may issue guidelines for a dress code applicable to Mayoral Committee Members.
- 5.4 Clothing that reveals too much bare skin (bare back, stomach or underwear) or clothing that is see-through is not appropriate.
- 5.5 Any clothing that has words, terms, or pictures that constitutes hate-speech, indicating political affiliation/slogans, infringes the right and dignity of others, or is deliberately provocative is unacceptable.
- 5.6 Whilst body art is not discouraged, employees must be sensitive that visible tattoos and body piercing should not depart from the requirements of a professional appearance.

**6. TECHNICAL AND DEPOT STAFF**

- 6.1 Employees working in depots and in the field are generally required to wear utility clothing and/or per the Occupational Health and Safety Act requirements. 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.

- 6.2 Any clothing that has too much bare skin (chest area, the back, stomach or underwear) or clothing that is see-through is not appropriate and is unsafe.
- 6.3 Personal/Protective safety equipment must be worn at all times in areas where such equipment is required. In the event of an employee failing to wear PPE and safety clothing, the supervisor must prevent the employees from continuing to work until such time that the employee reports for work in the appropriate attire. The working time lost to allow for the employee to report in the correct PPE and clothing will be deducted from the employee's working hours.

## 7. CASUAL DAYS

- 7.1 Certain days can be declared casual days (as declared/approved by the City Manager). On these days casual clothing is allowed. Sports team and fashion brand names on clothing are generally acceptable.
- 7.2 Unless employees are not going to attend high level meetings or interviews, Drakenstein Municipality employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears or stains), and running shoes (no rips, flip flops, tears or stains).
- 7.3 While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to look professional and dress in such a way that will not create a negative perception by customers, either internal or external.

## 8. INAPPROPRIATE ATTIRE (ALSO APPLICABLE TO CASUAL FRIDAY)

- 8.1 The following items are not permitted in any area during normal working hours:
  - 8.1.1 Sweat pants and tops
  - 8.1.2 Jogging pants;
  - 8.1.3 Pants that expose the midriff, underwear or leggings;
  - 8.1.4 Gym shorts;
  - 8.1.5 Bicycle shorts or other athletic shorts;
  - 8.1.6 Low-cut and halter tops;
  - 8.1.7 Spaghetti strap tops;
  - 8.1.8 Tops that expose the midriff or underwear;
  - 8.1.9 Inappropriately short skirts;
  - 8.1.10 Any form of clothing that is mesh, sheer, see-through or otherwise revealing;
  - 8.1.11 Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
  - 8.1.12 Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
  - 8.1.13 Flip-flops, beach sandals or any beach wear;

**8.1.14 Caps and beanies, except for employees working at depots as well as technical staff;  
and**

**8.1.15 Ripped jeans.**

**9. GENERAL HYGIENE**

Drakenstein Municipality employees and Councillors are expected to meet generally accepted hygiene requirements during regular business hours for the duration of their employment.

**10. DUTY OF MANAGER/SUPERVISORS**

Every Drakenstein Municipality employee and Councillor is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her Manager is responsible for coaching the employee accordingly.

**11. COMPLIANCE**

**11.1** Monitoring against this policy is a responsibility of all those with line management responsibilities and compliance should be reviewed on a regular basis. If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and the working time lost to allow for the employee to report in appropriate attire will be deducted from the employee's working hours.

**11.2** For the purposes of clause 11 and 12 the Speaker shall exercise the oversight over the implementation of this policy in respect of Councillors. A breach of this policy may be regarded as a breach of the code of conduct for Councillors.

**12. DISCIPLINARY MEASURES**

**12.1** Non-compliance to this policy will be a transgression of item 1.2.2 of Annexure A of the Disciplinary Procedures Collective Agreement.

**12.2** Transgression of the policy will be dealt with as provided for in the Disciplinary Procedures Collective Agreement.

**12.3** As a general guideline, offenders will receive a written warning for the first offence, and further offences will attract progressively harsher sanctions.

**13. EFFECTIVE DATE**

This policy shall come into effect on the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

