

**PIXLEY KA SEME
DISTRICT MUNICIPALITY**



**DRESS CODE, UNIFORMS AND PROTECTIVE CLOTHING
POLICY**

MUNICIPAL DRESS CODE, UNIFORMS & PROTECTIVE CLOTHING POLICY

TABLE OF CONTENTS

TOPIC	PAGE
1. Background	3
2. Objectives of this Policy	3
3. Application of the Policy	3
4. Dress Code	3
5. Slacks, Pants and Suit Pants	4
6. Skirts, Dresses and Skirted Suits	4
7. Shirts, Tops, Blouses and Jackets	4
8. Shoes and Footwear	4
9. Accessories and Jewellery	4
10. Hats and Head Covering	5
11. Dress down days	5
12. Issuing of Protective Clothing	5
13. Usage of Uniform and Protective Clothing	5
14. Replacement of Uniform and Protective Clothing	6
15. Commencement of this Policy	6
16. Interpretation of this Policy	6
17. Permanent/Temporary Waiver or Suspension of this Policy	6
18. Amendment and/or Abolition of this Policy	6
19. Compliance and Enforcement	7

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1. BACKGROUND

The employees of the PIXLEY KA SEME DISTRICT MUNICIPALITY are a manifestation of the image and the integrity of the employer at all times. It is also one of the fundamental principles that employees should conduct themselves in a professional and in an ethical manner. This Policy is meant to guide the employees and the employer as to how they should be presentable in the most professional manner to those we are rendering our services to.

2. OBJECTIVES OF THIS POLICY

- 2.1 To ensure that uniforms and protective clothing shall be issued in terms of Municipal policy and the schedule of issuing clothing shall be approved by the Management and amended from time to time;
- 2.2 Ensure that the Pixley ka Seme District Municipal employees that are not provided with uniform and or protective clothing will dress suitably and professionally for the environment in which they are executing their daily tasks;
- 2.3 To ensure that the principles of good ethics within the workplace are implemented.

3. APPLICATION OF THE POLICY

The Policy shall apply to all Municipal employees irrespective of the nature of attachment to the Municipality.

4. DRESS CODE

- 4.1 No dress code can cover all contingencies so employees must apply a certain amount of judgment in their choice of clothing to wear to work.
- 4.2 Staff that is in contact with the general public as part of their normal duties is expected to wear attire that is not regarded as leisurewear or sport wear.
- 4.3 Staff and Councillors attending meetings of the Council or any of its committees and/or attending meetings anywhere on behalf of the Council are expected to dress in formal attire.
- 4.4 Staff is expected to wear clothing that represents their profession, their departments and the face of the Municipality.
- 4.5 Clothing that reveals too much cleavage, your back, your chest (men), your feet, your stomach or your underwear is not appropriate for a place of business.
- 4.6 Torn, dirty, or frayed clothing is unacceptable.
- 4.7 Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

- 4.8. Employees going on site visits are permitted to wear clothes and shoes that are comfortable, protective and safe when conducting their duties.

5. SLACKS, PANTS AND SUIT PANTS

- 5.1 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 synthetic pants and formal shorts are acceptable.
- 5.2 Inappropriate slacks or pants include any that are too informal, this includes jeans, sweatpants, exercise pants, casual shorts above the knee, bib overalls, leggings and any spandex or other form-fitting pants such as people wear for exercise or biking.
- 5.3 Leggings with a mid-length dress/top $\pm$ 10cm above the knee are acceptable as maternity wear for woman.

6. SKIRTS, DRESSES AND SKIRTED SUITS

- 6.1 Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets (denim look included), and skirts that are split at or below the knee are acceptable.
- 6.2 Dress and skirt length should be at a length at which you can sit comfortably in public.
- 6.3 Short tight skirts that ride halfway up the thigh are inappropriate for work.
- 6.4 Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

7. SHIRTS, TOPS, BLOUSES AND JACKETS

- 7.1 Shirts, dress shirts, sweaters, tops and turtlenecks are acceptable attire for work if they contribute to the appearance of formal, professional dress.
- 7.2 Most suit jackets or sport coats are also desirable attire for the office.
- 7.3 Inappropriate attire for work includes midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogan, shirts with political party emblem/logo, halter-tops and tops with bare shoulders or plunging necklines, golf-tipe shirts, sweatshirts and t-shirts (round/V neck).

8. SHOES AND FOOTWEAR

- 8.1 Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, backless shoes and dress sandals are acceptable for work.
- 8.2 Athletic shoes, tennis shoes, thongs, flip-flops and slippers.

9. ACCESSORIES AND JEWELLERY

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

10. HATS AND HEAD COVERING

- 10.1 Hats are appropriate in the office.
- 10.2 Head Covers that are required for religious purposes or to honour cultural tradition are allowed.

11. DRESS DOWN DAYS

- 11.1 Certain days can be declared dress down days, generally Fridays.
- 11.2 On these days, business casual clothing, although never clothing potentially offensive to others, is allowed.
- 11.3 Clothing that has the company logo is encouraged.
- 11.4 Sports teams and fashion brand names on clothing are generally acceptable.
- 11.5 You might want to keep a jacket in your office for the days when a client unexpectedly appears on a dress down day, especially if the client is wearing a suit.
- 11.6 Business casual clothing on dress down days includes the following:
 - * Jeans
 - * T-shirts
 - * Golf-type shirts
 - * Leggings with a mid-length dress/top $\pm$ 10cm above the knee
 - * Athletic shoes & sneakers

12. ISSUING OF PROTECTIVE CLOTHING

- 12.1 The Manager or his Proxy is the one responsible for the issuing of Uniforms and Protective clothing.
- 12.2 Uniform and Protective clothing shall be issued out to those employees who are field workers and those who are eligible to get it.
- 12.3 The employee will only be issued Uniform and / or Protective clothing once a year.
- 12.4 Each employee that is assigned with a Council Uniform or Protective clothing shall sign for it when it is issued out.

13. USAGE OF UNIFORM AND PROTECTIVE CLOTHING

- 13.1 The Uniform and the Protective clothing is Municipal property for a period of one year.
- 13.2 It can only be used during working hours or when an employee is conducting his/her duties.
- 13.3 The employee shall not be allowed to wear his/her uniform or protective clothing after working hours.

14. REPLACEMENT OF UNIFORM AND PROTECTIVE CLOTHING

- 14.1 An employee may claim for the replacement of his/her uniform or protective clothing, which might be damaged in the execution of his/her official duties or lost out of duty, which claim shall be considered on merit and approved by the Municipal Manager or his Proxy.
- 14.2 Each claim by an employee must include the following:
 - An affidavit from the employee stating the cause of the damage and confirming that he/she was executing his/her official duties.
 - A report from the Manager or his Proxy confirming that the employee was involved in official duties at the time the damage occurred, with a signed affidavit accompanied by a copy of case number for lost uniform; and
- 14.3 An official quotation/invoice for the replacement of the damaged item(s)

15. COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of adoption by Council.

16. INTERPRETATION OF THIS POLICY

- 16.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 16.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 16.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 16.4 If the party concerned is not satisfied with the interpretation a dispute may then be pursued with the South African Local Government Bargaining Council / or Arbitration



17. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 17.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.
- 17.2 Notwithstanding clause 17.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

18. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.

19. COMPLIANCE AND ENFORCEMENT

- 19.1 It will be the responsibility of all Managers, Supervisors and the Municipal Manager to enforce compliance with this policy.
- 19.2 The Municipal Manager and Line Managers may request staff members to return to their home to change their attire if it is deemed unfit for office wear and a verbal warning for the first offence will be given.
- 19.3 Progressive disciplinary action will be applied if dress code violations continue.



EXECUTIVE MAYOR

DATE POLICY APPROVED:

16 MAY 2024

COUNCIL RESOLUTION:

R 2024-05-16 (9.8)

