

Dress Code Policy

BITOU MUNICIPALITY



DRAFT DRESS CODE POLICY

Approved Council under Council Resolution: C/3/68/06/13 on 27 June 2013

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Council Approval dated 27 June 2013
Resolution C/3/68/06/13



1. PURPOSE

The dress code policy seeks to set acceptable standards to guide employees as to what is 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.

The objective is to ensure that the work attire of employees at Bitou Municipality should complement a work environment that reflects an efficient, orderly and professional organization, whilst allowing employees to work comfortably and safely in the workplace.

2. SCOPE

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 are issued with work clothing in terms of the Municipality's Uniform and Protective Clothing Policy.

3. GUIDELINES

3.1 GENERAL

- 3.1.1 Employees need to project a professional, client-orientated appearance that promotes and reflects Bitou Municipality's image and values.
- 3.1.2 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, as described under paragraph 3.2.2. below, is acceptable.
- 3.1.3 Where officials are required to attend high level meetings such as Council and/or Mayoral Committee meetings, to represent Bitou Municipality in court or to engage clients in high level meetings or proceedings, they are required to be formally dressed as indicated under paragraph 3.5.
- 3.1.4 Clothing that reveals too much bare skin of the chest area, back, stomach and underwear/clothing that is see-through, or an observable lack of underwear, is not appropriate.
- 3.1.5 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 unacceptable.

3.1.6 Whilst body art is not discouraged, employees must be sensitive that visible tattoos and body piercing such as nose rings and tongue studs may offend some of their customers and colleagues. The only requirement is that the tattoos and piercing should not be visible in the workplace to the public if this is likely to cause an offence and if tattoos are overtly offensive they must be covered at all times.

3.1.7 Any articles of clothing or jewellery that may present a health and safety hazard for employees are unacceptable.

3.2 CLIENT CONTACT

3.2.1 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.

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

3.2.3 Clothing that is encouraged includes trousers like Chinos and other makes of cotton 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.

3.3 BACK-OFFICE EMPLOYEES

3.3.1 Employees who do not deal with internal and external clients or have no across-the-counter contact with the public, i.e. so called back-office employees, may wear casual clothing to work, provided it is clean, neat and tidy, in good repair and is not offensive to fellow employees.

3.3.2 Whilst a casual dress code is acceptable for this category of staff, it does not mean that employees should look sloppy. Not all casual clothing is suitable for the office and good sense should prevail. Clothing that works well for the beach, exercise sessions, sports contests or night clubs is not appropriate for the work place.

3.4 TECHNICAL AND OPERATIONAL STAFF

Employees working in depots and in the field are generally required to wear utility clothing as listed in the Municipality's Uniform and Protective Clothing 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.

3.5 FORMAL, HIGH-LEVEL MEETINGS

All Councillors and 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 or proceedings, the standard of dressing must be appropriate for the occasion and where applicable, informed by the dress code of institution or client organisation concerned.

4. COMPLIANCE

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. Progressive disciplinary action will be applied if dress code contraventions continue.

5. CONCLUSION

No dress code can cover all contingencies so employees must exert a certain amount of judgement and common sense 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.