



## **DRESS CODE POLICY**

**2023/ 24**

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## 1. OBJECTIVE

The Municipality's objective, in establishing a dress code, is to enable employees to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing.

## 2. GENERAL

2.1 In general, business casual means dressing professionally, looking relaxed yet neat. Another view is that business casual dress is a middle ground between business formal wear and street wear, whereby employees should still project a professional image for consumers and community visitors. The formality of the workplace dress code is normally determined by the amount of interaction employees have with customers at their work location.

2.2 No dress code can cover all contingencies so employees must exercise a certain amount of judgment in their choice of clothing to wear to work. If there is uncertainty about acceptable, professional casual attire for work, the Supervisor or Department Corporate Services – Human Resource Section should be consulted.

2.3 The following is a general overview of appropriate business attire:

2.3.1 'Formal' formal clothing with or without a tie

2.3.2 'Casual' in a business context means that a tie is not required, but a collar is.

2.3.3 'Low-level business casual' includes khakis , chinos & golf t-shirts.

2.3.4 All sandals (open toe for men) and sneakers, do not meet a true business casual standard.

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- 2.3.5 In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished.
- 2.3.6 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 of other employees.
- 2.3.7 Certain items, such as cartoon ties and socks, should never be worn to work. Men should never wear white sports socks with formal shoes and ladies should remember that underwear should be worn under their clothes.
- 2.3.8 Sports wear / takkies / tracksuits are not acceptable except on days designated as sports days or Mandeni special programmes days.
- 2.3.9 Clothing / attire that is related to the municipality be it logo or wording is acceptable, however any clothing / t-shirts shirts displaying any other promotional emblems, organisations are prohibited.

## **2.4 . Specifics**

### **2.4.1 Slacks, Pants, and Suit Pants**

- 2.4.1.1 Slacks that are made of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, shorts, bib overalls, and any or other form-fitting pants such as people wear for biking are not allowed.

### **2.4.2. Skirts, Dresses, and Skirted Suits**

- 2.4.2.1 Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which the wearer can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, shorts, sundresses and beach dresses are inappropriate for the office.

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### **2.4.3. Shirts, Tops, Blouses, and Jackets**

2.4.3.1 Business casual wear includes open-neck shirts (with collar), golf type shirts, jerseys, and turtlenecks. Most suit jackets are also acceptable attire for the office, if they violate none of the other listed guidelines.

2.4.3.2 Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter neck tops; boob tubes ; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Women's tops should not reveal too much cleavage, and they should ensure they wear something underneath to cover the body when wearing the see through tops.

### **2.4.4. Shoes and Footwear**

2.4.4.1 Conservative walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

2.4.4.2 Flashy athletic shoes, flip-flops, slippers (used at night), and any shoe with an open toe (male wearers) are not acceptable in the office. Thongs may be worn with formal/ semi-formal wear.

2.4.4.3 Closed toe and closed heel shoes are required in the technical operational area

### **2.1.5. Jewellery, Makeup, Perfume, and Cologne**

Makeup, Perfume and Cologne is generally acceptable. Cosmetic jewellery should be fairly accessorised.

### **2.1.6. Hats and Head Covering**

Hats for gentleman are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed.

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### **3. DRESS DOWN DAY OR CASUAL DAY**

Certain days can be declared dress down days, generally Fridays. Certain other days may occasionally be declared as dress down days. On these days takkies, jeans, golf shirts and a 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 and

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

### **4. REPRESENTATIVES OF THE MUNICIPALITY**

Business casual dress is the minimum standard that must be observed when representing the Municipality or interacting with customers. Employees whose jobs require them to wear uniform shall wear the uniform in line with the approved front line staff uniform policy.

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.

### **5. ACCEPTANCE**

Employees should be informed of these requirements at the interview stage – and the employee should provide written agreement that he/she does not have a problem with the dress code, have no objections to it on any grounds, and will comply with it should the application be successful. In the event that an employee has a special request due to illness, such request shall be approved by the Municipal Manager.

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## 6. CONTRAVENTIONS

If clothing fails to meet these standards, as determined by the employee's supervisor and Department Corporate Services, if the employee has contravened with the policy, the employee may be sent home to change clothes and will receive a verbal warning for the first offence. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

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**PREPARED BY: NW MAKHOB**

**DATE OF ADOPTION BY COUNCIL: 31/08/2023**  
**COUNCIL RESOLUTION NO: C18**

  
**MUNICIPAL MANAGER**  
**SG KHUZWAYO**

**DATE:** 01/09/2023