

RICHTERSVELD MUNICIPALITY



16. DRESS CODE POLICY

**RICHTERSVELD MUNICIPALITY
HUMAN RESOURCE POLICY**

DRESS CODE

DRESS CODE POLICY

Approved Date: 09 June 2020

Council Resolution Nr: RVN009/06/2020

Effective Date: 01 July 2020

Review Date: 30 June 2021

1. POLICY OBJECTIVE:

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.

2. POLICY PHILOSOPHY AND PRINCIPLES:

To ensure that employees project a professional, business image to allowing employees to work comfortably and safely in the workplace.

3. GUIDELINES:

- 3.1 Employees need to project a professional, client orientated appearance that promotes and reflects the Municipality's image and values.
- 3.2 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 is acceptable.
- 3.3 Where 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 clients in high level meetings or proceedings, they are required to be formally dressed.
- 3.4 Clothing that reveals too much bare skin of the chest area, the back, stomach or underwear or clothing that is see-through is not appropriate.

4. CLIENT CONTACT

4.1 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.

4.2 Business-casual dress can be defined as a middle ground between business formal wear and casual wear. This means dressing professionally, looking relaxed yet neat.

5. TECHNICAL AND OPERATIONAL STAFF

Employees working in depots and in the field is generally required to wear utility clothing as listed in the Municipality's protective clothing schedule. 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. FORMAL, HIGH-LEVEL MEETINGS

Officials attending Council and/or Mayoral Committee meetings are to adhere to the Dress Code Policy. 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.

7. 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. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offence. Progressive disciplinary action will be applied if dress code contraventions continue.

8. 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.

9. 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.

10. AUTHORITY

MM Approval:

A handwritten signature in black ink, appearing to be 'M. A.', enclosed within a hand-drawn, irregular oval shape.

Date: 03/07/2020

Council Approval:

Date: