



EHLANZENI
DISTRICT MUNICIPALITY

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DRESS CODE POLICY

Council resolution:	Date of Approval:

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EHLANZENI DISTRICT MUNICIPALITY DRESS CODE POLICY

1. OBJECT OF THE POLICY

Ehlanzeni District Municipality Council recognises the need for all staff in its employ to present a favourable and professional image on behalf of the municipality. The policy seeks to formalise both the standard of dress and an appropriate dress code that supports a co-ordinated approach to Council's professional image.

Council and staff recognises that an appropriate corporate wardrobe compliments the professional image of Council. All Council staff will participate in the adherence to the dress code wearing.

It is recognised that there is a need for staff to present a professional image on behalf of Council. Neatness and personal grooming are an important aspect to achieving this image.

2. DRESS CODE FOR MALE STAFF/EMPLOYEES/OFFICIALS

2.1 All male staff members in the employ of Ehlanzeni district municipality Council shall wear long formal/semi-formal trousers including jeans which shall not be torn. Shirts shall be long or short sleeved, ie formal or semi-formal shirts. The formal golf shirts shall be allowed with the exception of round necks or T-shirts.

2.2 It shall not be compulsory to wear a tie every day during official working hours, however, officials are encouraged to wear ties most of the time as this denotes professionalism in the workplace.

2.3 All male staff members shall wear formal or semi-formal shoes during working hours. At no stage will shoes that reveal toes or foot be allowed to be worn at work unless there is a specific reason for this, and no tackies are to be worn at work.

2.4 A formal or semi-formal suit which shall at all material times be well tailored may be worn at work.

2.5 Under no circumstances shall caps be worn at work.

3. DRESS CODE FOR FEMALE STAFF/EMPLOYEES/OFFICIALS

3.1 All female staff members in the employ of Ehlanzeni District Municipal Council shall wear formal/semi-formal skirts, which skirts shall be of knee length or longer.

3.2 Formal or semi-formal trousers or pants may be worn, however, slack suits are encouraged.

3.3 Blouse may be worn at work, however, not too revealing (not too much cleavage or too transparent tops may be allowed).

3.4 Dresses may be worn but they must be a reasonable length and not too revealing.

3.5 All female staff members shall wear formal or semi-formal shoes during working hours. At no stage will tackies and beach thongs be worn at work.

3.6 Formal or semi formal well – tailored suits may be worn at work. Clothing that is too revealing may not be worn at work.

4. CORPORATE IMAGE

4.1 The staff members shall present themselves in clothing that is in good repair, clean, presses and to a standard that is acceptable Council.

4.2 Items of clothing that are non – compliant with Council’s corporate image and dress code policy(e.g. Sneakers, Tracksuits etc) will be regarded as unacceptable as business style clothing and will be in breach of this policy.

4.3 Staff members shall from time to time be required to attend to external activities that will require safety clothing or more appropriate dress. Clothing shall at all material times during working hours be clean and neat and may include boots, overalls, and other safety items as appropriate.

5. EXCEPTIONS

Staff members will be required to seek prior approval of their supervisors to dress in clothing that is not in accordance with this policy due to extenuating or extraordinary circumstances.

6. GRIEVANCE AND NON COMPLIANCE

Should any staff member have a grievance regarding the interpretation or implementation of this policy, such staff member shall abide by the grievance procedure of council as amended from time to time.

Any non compliance by any staff member of this policy, where there are no extenuating or extraordinary circumstances, shall lead to staff members being subjected to discipline in terms of the Council's disciplinary procedure.

7. REVIEW AND AMENDMENT OF POLICY

This policy can be reviewed at any time in full consultation with all staff members, but may only be amended by Council.

8. SHORT TITLE AND APPLICATION

This policy shall be called Ehlanzeni District Municipality Dress Code and shall come into operation once it is approved by Council.