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DRESS CODE POLICY

Date Approved:	30 th May 2023
Date Implemented:	2023/2024

1. PURPOSE

1.1 To establish an environment where employees reflect an image that is commensurate with the Dr Nkosazana Dlamini-Zuma Municipality's stature on national and international level, without unreasonably infringing or putting restrictions on freedom of expression, religion and cultural diversity.

1.2 To ensure that Dr Nkosazana Dlamini-Zuma Municipality employees and Councillors wear appropriate clothing in the work place.

2. SCOPE OF APPLICATION

2.1 This policy is applicable to all employees and councillors appointed on the establishment of the Dr Nkosazana Dlamini-Zuma Municipality.

2.2 This policy binds:-

2.2.1 the employer;

2.2.2 the employees of the employer who are members of the trade union parties to this policy; and

- 2.2.3 The employees of the employer who are not members of any trade union party to this policy.
- 2.2.4 Councillors of Dr Nkosazana Dlamini-Zuma Municipality elected in terms of the Municipal Structures Act

3. DEFINITIONS OF TERMS

- 3.1 **"Accessories"** means additional items that compliment clothing. This may include jewellery, scarves, headdresses etc.
- 3.2 **"Employee(s)"** means an employee as defined as per the Labour Relations Act 66 of 1995 as amended.
- 3.3 **"Line Manager"** means an employee who has employee/s reporting to him/her and who manages this/these employee/s.
- 3.4 **"Revealing clothing"** means clothing that exceed acceptable standards on modesty.
- 3.5 **"Sun dresses"** means dresses suitable for beach wear and is normally worn over a bathing costume.
- 3.6 **"Underwear that is showing"** refers to lacy dresses through which underclothes can be observed.

4. LEGISLATIVE FRAMEWORK

- 4.1 Labour Relations Act 66 of 1995 as amended
- 4.2 Collective agreements; and
- 4.3 Occupational Health and Safety Act 85 of 1993

5. GUIDELINES FOR DRESS CODE

5.1 Corporate Attire:-

- 5.1.1 All employees shall wear formally or smart casual to be representable and project Municipal professional image. The following are deemed appropriate:-

5.2 Females:-

- 5.2.1 Blouses, skirts, tailored pants, dresses, jackets, jerseys, coats and suits.
- 5.2.2 Hairstyles, jewellery, accessories, nail polish and make up should be stylish, well cared for and neat.
- 5.2.3 Shoes should be neat, clean and compliment the Clothing

- 5.2.4 No leggings shall be worn with crop tops only in the workplace
- 5.2.5 Staff attending Council /Portfolio Committees /EXCO and any Public meeting shall wear formal clothing.

5.3 Males

- 5.3.1 Shirts, T Shirts, Golf Shirts with long or short sleeves, a tie, tailored trousers, sports jackets, blazers, jerseys, coats and suits.
- 5.3.2 The wearing of ties is not compulsory, though preferred.
- 5.3.3 Hairstyles, accessories and jewellery should be stylish well cared for and neat.
- 5.3.4 Shoes should be neat, clean and compliment the clothing.
- 5.3.5 Staff attending Council /Portfolio Committees /EXCO and any Public meeting shall wear formal clothing.
- 5.4.6 No masks which cover the entire face shall be worn in the work place.

5.4 Protective Clothing

- 5.4.1 Employees who have to wear protective clothing will be exempted from the above. This clothing must be kept in good condition and replaced when worn.
- 5.4.2 Where a uniform is supplied, the employee will be expected to wear it during working hours. This clothing must be kept in good condition and replaced when worn.
- 5.4.3 Traditional clothing is acceptable as far as it does not contravene the requirements on loose clothing as stipulated in the Occupational Health and Safety Act.

5.5 Internal/External courses/Workshops/Conferences/Seminars/ Executive Committee and Council Meetings

- 5.5.1 When attending internal/ external courses/ workshops/ Conferences/ seminars, employees are expected to dress according to the corporate wear description in paragraph 5.1.1 above, unless otherwise required by the relevant course presenter
- 5.5.2 When attending Executive Committee and Council Meetings employees are expected to dress according to the above corporate wear described in paragraph 5.1.1 above.

5.6 Business lunches/cocktails/dinners

- 5.6.1 Corporate wear is required for business lunch/cocktail/dinner; and
- 5.6.2 If so indicated, a black tie dinner will require the appropriate clothing for males and females.

5.7 Casual days

- 5.7.1 Modesty and good taste must be considered when choosing casual clothing for special and identified casual days.
- 5.7.2 Employees should consider the business interactions expected on the relevant day, thus dressing appropriately.

5.8 Name Tags

- 5.8.1 The wearing of name tags will be compulsory for all staff.

5.9 Sports Day

- 5.9.1 Dr Nkosazana Dlamini-Zuma Municipality sports gear may be worn on special and identified sports day.
- 5.9.2 Dr Nkosazana Dlamini-Zuma Municipality's sports wear for specific sport should be worn in instances where there are official sports wear and
- 5.9.1 Employees who are present as spectators at the sports events may wear casual clothing.

5.10 The following clothing is regarded as inappropriate:-

- Revealing clothing;
- Strapless tops; (Boob tube)
- Body stockings;
- Tops or dresses with full bare backs;
- Blouses or dresses showing mid-riff;
- Beach wear;
- Shorts;
- Jogging shorts except for sports day;
- Gym wear;
- Underwear that is showing;
- Clothing with slogans except Dr Nkosazana Dlamini-Zuma Municipality slogan;
- Beach sandals e.g. thongs, slip slops, etc.;
- Torn and dirty shoes;
- Torn accessories;
- Leggings without overlapping clothing
- Mini -skirts with panty hose

6. ROLES AND RESPONSIBILITIES

- 6.1 Employees or Councillors should ensure that they dress in accordance with the Dr Nkosazana Dlamini-Zuma Municipality's Dress Code.
- 6.2 Line Managers in respect of employees and the Speaker in respect of the Councillors should ensure that employees adhere to Dress Code.
- 6.3 In those instances where employees or councillors do not adhere to the Dress Code, the Municipal Council disciplinary procedure will be followed.

7. GRIEVANCE AND/OR DISPUTE

- 7.1 Grievances and/or disputes emanating from the Dress Code process will be dealt with in terms of the Labour Relations Act 66 of 1995 as amended and Municipal Systems Act.

8. MONITORING AND EVALUATION

- 8.1 The Executive Manager: Corporate Services shall monitor and evaluate the Dress Code against external and internal trends, standards and recommend modifications when necessary.

9. DISPUTE RESOLUTION

- 9.1 If there is a dispute about the interpretation or application of this policy any party may refer the matter to the council for resolution in terms of the dispute resolution procedure of the council.


10. REVIEWING OF THE POLICY AND IMPLEMENTATION PROVISION

- 10.1 This policy may be partly or wholly waived in consultation with the labour representatives i.e. Trade Unions.
- 10.2 This policy shall take precedence over any decision or agreement reached prior to its existence.
- 10.3 Notwithstanding clauses 10.1 and 10.2 it shall be super ceded by a collective agreement or a council resolution taken after its promulgation.

11. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER



DATE

30/05/2023

