

DRESS CODE POLICY
2025/2026 FY



APPROVED BY:

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1. POLICY BACKGROUND

Staff members are expected to present themselves in clothing that is in good repair, clean, pressed and to a standard that complies with the guidelines set by the municipality. Items that are non-compliant with this policy will be regarded as unacceptable as business style clothing and will be in breach of the policy.

Business casual dress is the minimum standard that must be observed when representing the municipality or interacting with customers.

2. POLICY PURPOSE

The primary aim of this dress code policy is to develop an instantly identifiable image which is strongly linked to the municipality. Corporate image focuses on establishing a positive and professional perception of the municipality to its internal and external clients.

3. DEFINITIONS

Terminology used shall bear same original meaning

4. APPLICATION AND SCOPE

This policy shall apply to all employees of the Mbhashe Local Municipality.

5. LEGISLATIVE FRAMEWORK

5.1 Constitution Act 108 of 1996

5.2 Occupational Health and Safety Act

5.3 Labour Relations Act

6. POLICY PROCEDURE

Employees are expected at all times to present a professional, business like image to colleagues and the public. Neatness and personal grooming are important aspects to achieve this image, especially with staff that interacts directly with the public.

6.1 Workplace clothing guidelines;

a) To present a professional and identifiable appearance for colleagues, visitors and the public.

b) To promote a positive working environment and limit distractions caused by provocative and inappropriate dress.

6.2 Guidelines

a) Staff shall present themselves in clothing that is in good repair, clean pressed and to a standard that complies with the guidelines set in this policy.

b) Items that are non-compliant with this policy will be regarded as unacceptable as business style clothing and will be in breach of the policy.

Official name tags, where provided should be worn by staff on duty.

c) Business casual dress is the minimum standard that must be observed when representing the municipality or interacting with customers.

6.3 Corporate clothing

a) Corporate clothing is essential in the branding of the municipality as well as the identification of employees.

b) Corporate clothing items will have the municipality's logo embroidered on the left chest of shirts, jackets, tracksuits, pull overs, work suits and or golf shirts.

6.4 Business casual clothing

a) In general, business casual means dressing professionally yet looking relaxed and neat. The following is a general overview of appropriate business casual attire;

b) "Casual" in business context means that a tie is not required, but a collar is.

c) High level business indicates a suit worn with a lounge shirt and tie.

d) Low level business casual includes khakis, chinos and knitted golf shirts.

e) In a business casual environment, clothes should be pressed and never wrinkled, torn, dirty or frayed, all seams must be finished.

f) 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 to other employees.

6.5 Personal Protective Clothing

- a) This type of clothing as prescribed by the Occupational Health and Safety Act, as summarised in the OHS policy is excluded from the Dress Code.

6.6 Unacceptable clothing

- a) Jeans which are torn, faded or low cut
- b) Office staff may only wear jeans, which are not torn, faded or low cut on dress down days
- c) Hiking or military style shoes and boots, excluding fashion boots and outside personnel
- d) Shorts, excluding outside personnel when combined with a corporate shirt
- e) Skin tight or form fitting pants, except when worn with a mid- thigh length top
- f) Any clothing that is worn, torn frayed or has patches/holes
- g) Sweat clothing or workout attire such as sweat shirt, sweat pants. One-piece, tights and jogging suits
- h) Union T-shirts may be worn when there are Union activities or General Meetings.
- i) Wearing of political party's attire is not allowed
- j) Bare feet
- k) Bathing suits
- l) Bare midriffs
- m) Extreme mini -skirts, acceptable only when at least two middle fingers above the knee
- n) Halter and bra tops
- o) Sheer or see through clothing
- p) Tank tops, sleeveless or muscle shirts
- q) Undergarments worn as outer garments
- r) Skirts or dresses with slits above the knee
- s) Crop tops (stomach out)

6.7 Dress down day or casual day

- a) Certain days can be declared dress down days, generally Fridays, on these days jeans, sport shoes and a more casual approach to dressing, although never potentially offensive to others is allowed.
- b) Casual day dress code should never lead to causal behaviour at work and productivity and professionalism should be strived for.

6.8 Tattoos and body piercings

- a) Some visible tattoos or piercings may offend clients or colleagues.
- b) The only requirement is that the tattoos and piercings should not be visible to the public in the workplace and remain covered at all times if overtly offensive.

6.9 Contraventions

- a) If your dress code fails to meet these standards, the employee will be requested not to wear the inappropriate item to work again.
- b) If the problem persists, the employee may be sent home to change clothes and progressive disciplinary action will be applied if dress code violation continues.
- c) Any supervisor/manager are expected to monitor the conduct of the employees.

7. IMPLEMENTATION

The policy shall be effective from 1st July 2025

8. REVIEWAL

The policy shall be reviewed on annual basis.