



Province of the
EASTERN CAPE

COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

DRESS CODE POLICY

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Related Policies	

Executive Authority
Initials:


HoD
Initials:

SIGN OFF**I. Head of Department**

This Dress Code Policy has been recommended by Mr. AA Fani in his capacity as Head of the Department for Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

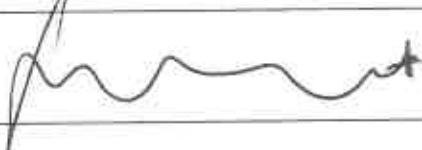
The development of the policy on Dress Code Policy will ensure that the department is able exercise its powers in compliance with the law and guide decision-making in the department.

Recommended	
Designation	Head of Department
Date	30/07/2021

II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Policy will contribute to the effective Dress Code Policy in the department.

Signed	
Designation	MEC: Honourable X.E. Nqatha of Cooperative Governance and Traditional Affairs
Date	30/07/21

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1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs commits itself to maintaining a high professional image through introduction of a uniform dress code for all departmental employees, which will standardize the way in which employees dress for work and in line with Batho Pele principles.

2. PURPOSE OF POLICY

- 2.1 To set acceptable standards to guide employees regarding to what the Department deems appropriate to work.
- 2.2 To maintain a high professional image of the employees
- 2.3 To formalize an acceptable dress code for the departmental employees.

3. POLICY OBJECTIVES

- 3.1 To ensure that employees display a professional appearance which will enhance a positive image for the department.
- 3.2 To distinguish between acceptable way of dressing for work and for other purposes.
- 3.3 To identify employees in all front-line offices of the department to be visible to members of the public in line with Batho Pele principles.
- 3.4 To allow employees to work comfortable and safely in the workplace.
- 3.5 To boost employees' morale and self-confidence at all times.
- 3.6 To promo to the professional and corporate image of the Department.

4. DEFINITIONS

Terms and definitions that will be used throughout the procedure that need clarification for the reader, this can also include any keywords. Include also technical terms, abbreviations that maybe used in this document.

Word/Term	Definition (with examples if required)
Batho Pele principles	Serves as an acceptable policy and legislative frame work regarding service delivery in the public service

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Dress code	As set of rules about what may or may not be worn in a specific organisation
Dress down days	Jeans, sneakers and a more casual approach to dressing, although never potentially offensive to others, are allowed.
Formal Attire	Based on the time of day you attend an event
Frontline employees	Any employee with direct contact with customers
Professional image	Is the set of qualities and characteristics that represent perceptions of your competence and character as judged by your key constituents (i.e., clients, superiors, subordinates, colleagues)
Prospective employees	Applicant's enthusiasm and desire for the position.
Protective clothing	Personal protective equipment
Smart Casual	Is a loosely defined dress code, smart and to conform to the particular standard of the event
Sportswear	Clothing worn for sport or physical exercise
Traditional Attire	African creative home wear
Uniform	Is a set of standard clothing worn by members of an organization while participating in that organizations activity

5. APPLICATION AND SCOPE

This policy applies to all employees of the department, including temporary, fixed term contract as well as prospective employees.

6. LEGISLATIVE FRAMEWORK

- 6.1. White Paper on Transformation (Batho Pele) Principles
- 6.2. Provincial Customer Care Policy Guidelines
- 6.3. Department of Public Service and Administration Guidelines
- 6.4. Occupational Health and Safety Act (OHSA) 85 of 1993

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7. POLICY PRINCIPLES UNDERPINNING THIS POLICY

The guiding principles that underpin this policy include the underlying values and concepts that are required to support the intention of the policy:

7.1. BATHO PELE PRINCIPLES

The Dress Code Policy should be in line with the provisions of the Batho Pele Principles.

7.2. PROFESSIONAL IMAGE

The Dress Code must at all times enhance the professional image of the Department.

7.3. PARTICIPATION

All line managers and employees are key to the successful implementation of this policy.

7.4. VALUE SYSTEM

The Dress Code Policy will be underpinned by the value system as reflected in the department's Strategic Plan. The values it espouses include honesty, integrity, professionalism as well as Batho Pele Principles.

7.5. ACCOUNTABILITY

All line managers are key implementers of the policy and will be required to account for non-adherence to the provisions of this policy. Non-compliance by employees will be dealt with in terms of the Disciplinary Code and Procedure.

8. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs, through the implementation of this policy, will endeavour to standardize an acceptable dress code by its employees when they report for work in order to enhance the professional image of the department.

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9. ROLES AND RESPONSIBILITIES

9.1. Line Managers

- 9.1.1. To enforce the implementation and adherence to the provisions of the policy
- 9.1.2. To serve as role models in implementing the dress code
- 9.1.3. To promote the positive image of the department
- 9.1.4. To assist in the correct interpretation of the policy

9.2. Employees

- 9.2.1. To adhere to the provisions of the policy
- 9.2.2. To promote the positive image of the department
- 9.2.3. To wear nametags at all times

9.3. Human Resource Practitioners

- 9.3.1. To conduct induction of new employees on the Dress Code Policy
- 9.3.2. To conduct awareness sessions on Dress Code to the departmental employees

10. GENERAL GUIDELINES OF THE MANNER OF DRESS

10.1 Employees need to dress in a professional and presentable way, to promote and reflect the Department's image and value.

10.2 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.

10.3 Where officials are required to attend high level meetings such as municipal council meetings and home of traditional meetings, to represent the Department in court or to engage clients in high level meetings or proceedings, they are required to be appropriately dressed to the occasion.

10.4 Clothing that reveals too much bare skin of the chest area (cleavage), back, stomach and underwear/clothing that is see-through, or an observable lack of underwear, is not appropriate in a workplace.

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10.5 Any clothing that has words, slogans, terms, or pictures that constitutes hate speech, infringes the right and dignity of others, or is deliberately provocative is not appropriate. Any clothing that has words, terms or pictures that maybe 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.

10.6 Some visible tattoos or piercing may offend customers or colleagues. 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.

10.7 Any articles of clothing or jewellery which may present a health and safety hazard for employees will be unacceptable.

11. CASUAL OR DRESS-DOWN DAYS

11.1 Staff members are allowed to dress casually at least on limited occasions such as sports days, end year functions etc.

11.2 The periods for acceptable casual dressing in the department are on Fridays. Jeans and denims worn should not be torn, frayed or have patches and holes. Denims should be worn with acceptable footwear, tops and shirts (refer to unacceptable clothing guidelines).

12. UNACCEPTABLE CLOTHING

- 12.1. Jeans during the week, except Fridays
- 12.2 Athletic and tennis shoes or any other takkies
- 12.3 Hiking or military style shoes and boots
- 12.4 Shorts or Bermudas / capri
- 12.5 Baseball caps or any headgear
- 12.6 Skin-tight or form fitting pants except when worn with a mid-thigh length top
- 12.7 Any clothing that is worn, torn, frayed or has patches or holes
- 12.8 Sweat clothing or workout attire such as sweat shirt, sweat pants, leotards, tights and jogging suits

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- 12.9 T-shirts during the week, except Fridays
- 12.10 Clothing displaying names / emblems and colours of political parties
- 12.11 Bare feet
- 12.12 Bathing suits
- 12.13 Beach sandals, flip flops and thongs
- 12.14 Bare midriffs
- 12.15 Mini-skirts
- 12.16 Halter and bra tops
- 12.17 Sheer or see-through clothing
- 12.18 Tank tops, sleeveless or muscle shirts
- 12.19 Undergarments worn as outer garments
- 12.20 Bare-breasts/ Cleavage

13. APPROVAL OF THE POLICY

The policy will be approved at the recommendation of the Head of Department (that is HoD) and Member of Executive Council (MEC) as per the updated departmental Delegations and the policy will become official on the date it is signed by the Executive Authority (i.e. MEC for Cooperative Governance and Traditional Affairs).

14. COMMUNICATION / EDUCATION OF THE POLICY

The Dress Code Policy will be communicated throughout the department to all its employees using workshops, intranet and internal circulars.

15. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY

Monitoring compliance with the Policy is a responsibility of super.... and/or management of the relevant component. If clothing fails to comply with the Policy, the employee's supervisor may ask the employee not to wear the inappropriate item to work again.

16. DISPUTE RESOLUTION MECHANISM

The violation of this policy may lead to disciplinary processes taken in line with the Disciplinary Code and Procedures.

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17. REVIEW OF THE POLICY

This policy will be reviewed once in five (5) years from the date of approval and when there are material changes in the enabling legislation

18. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	(the date the policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2011	22 March 2011		
2021		Hon X.E. Nqatha	

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