

**INGQUZA HILL DRESS CODE, UNIFORMS AND PROTECTIVE CLOTHING POLICY: MAY
2014**

DRESS CODE, UNIFORMS AND PROTECTIVE CLOTHING POLICY

1. BACKGROUND

The employees of Ingquza Hill Local Municipality are a manifestation of the image and the integrity of the employer at all times. It is also one of the fundamental principles that employees should conduct themselves in a professional and ethical manner. This proposal is meant to guide the employees as to how they should be presentable in the most professional way to those they are rendering services to.

2. OBJECTIVES OF THIS PROPOSAL

To ensure that uniforms and protective clothing shall be issued in terms of a policy and the schedule of issuing clothing shall be approved by the management and amended from time to time;

To ensure that the Ingquza Hill Local Municipality employees that are not provided with uniform and/or protective clothing will dress suitably and professionally, in line with the environment in which they are executing their daily tasks

To ensure that the principles of good ethics within the workplace are implemented.

APPLICATION OF THE DRESS CODE POLICY PROPOSALS

It shall apply to all municipal employees irrespective of the nature of attachment to the municipality.

DRESS CODE

Suitable dress code will be regarded as clothing that is universally acceptable by the majority of people working in that particular environment.

Staff that are in contact with the general public as part of their normal duties are expected to wear attire that is not regarded as leisurewear from Monday to Friday.

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On Wednesdays, staff members who are actively involved in sporting activities are allowed to wear sports attire.

Staff attending meetings of the Council or any of its committees, and/ or attending meetings anywhere on behalf of the Council are expected to dress in a corporate manner.

Staff is expected to wear clothing that represents their profession, their departments and the face of the Municipality.

USAGE OF UNIFORM AND PROTECTIVE CLOTHING

Uniform and protective clothing is a Municipal property and can only be used during working hours or when an employee is conducting his / her duties. The employee shall not be allowed to wear his / her uniform or protective clothing after finishing official work.

COMMENCEMENT OF THIS PROPOSAL


This proposal will come into effect on the date of adoption by Council.

COMPLIANCE AND ENFORCEMENT

Violation or non-compliance to this policy will give a just cause for disciplinary steps to be taken. It will be the responsibility of all Supervisors, Managers, Executive Committee and Council to enforce compliance to this policy.

APPROVED/ ADOPTED BY THE COUNCIL

YES



28/05/14

HIS WORSHIP THE MAYOR

DATE APPROVED/ ADOPTED BY COUNCIL

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