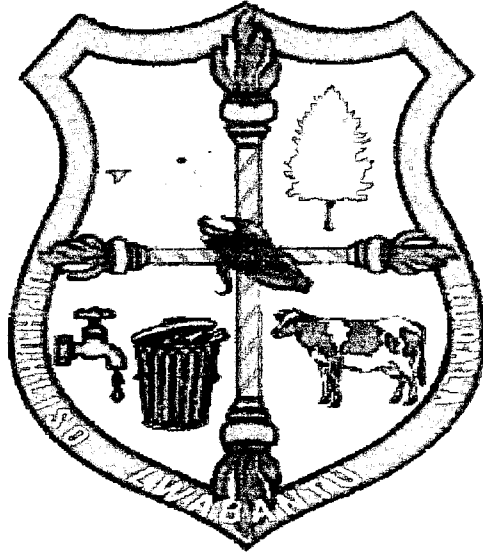


**INGQUZA HILL LOCAL MUNICIPALITY**



**DRESS CODE, UNIFORMS AND PROTECTIVE CLOTHING POLICY FOR  
COUNCILLORS AND  
EMPLOYEES**

## **DEFINITIONS**

### **1. Formal attire:**

The appearance of all Councillors, employees and anyone representing the Council is the reflection of Ingquza Hill Local Municipality. Specifically women in the workplace should wear dresses/ skirts below the knee if not should wear their dresses/ skirts with pantyhose and men should wear a formal trouser, shirt, blazer and formal shoes. This applies to all Councillors and employees when attending Council or any of its committees or attending meetings anywhere on behalf of the Council of Ingquza Hill Local Municipality. Cultural attire is also regarded as formal

### **2. Protective Clothing:**

Protective clothing is a type of clothing worn by employees as prescribed the employer in compliance with Occupational Health and Safety Act in order to keep safe from harmful conditions that they may be working under.

### **3. Uniform:**

Similar/ identical clothing worn by employees as prescribed by the Employer/ profession or agreed upon with in their place if work and/ or during hours of work

### **4. Leisure wear:**

Clothing that reveals too much cleavage, your back, your chest, your stomach, your underwear is not appropriate for a place of business. Torn, dirty, frayed clothing is not acceptable in the workplace. All Councillors and employees are prohibited from wearing worksuits in Council meetings and during any Council related activities.

## **1. BACKGROUND**

The Councillors, employees of Ingquza Hill Local Municipality are a manifestation of the image and the integrity of the employer (Ingquza Hill Local Municipality) at all times. It is also one of the fundamental principles that Councillors and employees should conduct themselves in a professional and in an ethical manner.

This proposal is meant to guide the Councillors and employees and the employer as to how they should be presentable in the most professional manner to those we are rendering our services to.

## **2. OBJECTIVES OF THIS PROPOSAL**

To ensure that uniforms and protective clothing shall be issued in terms of Municipal policy and the schedule of issuing clothing shall be approved by the Council and amended from time to time. Ensure that the Ingquza Hill Local Municipality Councillors and employees that are not provided with uniform and or protective clothing will dress suitably and professionally, for 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 PROPOSAL**

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 and on only Wednesday employees who are actively involved in sporting activities are allowed to wear sports attires. Councillors and employees 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 formal attire. Staff is expected to wear clothing that represents their profession, their departments and the face of the Municipality. All Councillors and employees attending Council and or any of its committees should dress formally i.e.

- Women should wear dresses/ skirts below the knee if not should wear their dresses/ skirts with pantyhose and
- Men should wear a formal trouser, shirt, blazer and formal shoes.
- Cultural attire is acceptable to both men and women

#### **USAGE OF UNIFORM AND PROTECTIVE CLOTHING**

The Uniform and the protective clothing is a Municipal property. It 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 an hour after finishing official work.

#### **COMMENCEMENT OF THIS PROPOSAL**

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


#### **INTERPRETATION OF THIS POLICY**

All words contained in this proposal shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise. Any dispute on interpretation of this proposal shall be declared in writing by any party concerned. The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute by employees and the Speaker in case of the Councillor.

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

  
\_\_\_\_\_

HIS WORSHIP THE MAYOR

25/05/14  
\_\_\_\_\_

DATE APPROVED/ ADOPTED BY COUNCIL