



**DRESS CODE POLICY**  
**JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**

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MUNICIPAL MANAGER

  
SPEAKER

MR. I.E AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER



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## DRESS CODE POLICY

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## 1. PURPOSE OF THE POLICY

- To encourage municipal employees to be presentable at all times.
- To enable employees to project a professional image that will reflect their organization.

## 2. SCOPE

The dress code is applicable to all employees and councillors of the John Taolo Gaetsewe District Municipality.

## 3. PRINCIPLES

The dress code for John Taolo Gaetsewe District Municipality is based on the following principles:-

- 3.1 John Taolo Gaetsewe District Municipality is one of the leading organisations in the country, and a professional image is important when dealing with our external customers as well as in the workplace itself.
- 3.2 Men and women should be allowed to wear appropriate cultural dress to the office where it does not conflict with the desired professional image.

## 4. FORMAL DRESS CODE

Staff members should be presentable at all times, and not only when they are having face-to-face customer contact.

**MEN:** Business suits or tailored trousers with blazers, short/long-sleeved shirts, ties (optional) and lumber jackets.

**WOMEN:** Business suits (skirts or slacks and jacket), dresses, skirts and blouses, tailored slacks and blouses. Sandals may be worn provided they are smart, not casual.

Only formal dress code for both female and male employees will be accepted during Council meetings.

## 5. SMART/CASUAL DRESS CODE

**MEN:** Tailored trousers (jackets optional). In addition, men may wear Shirts (short or long sleeved) without ties provided they have a collar and buttons down the front (this definition includes "Madiba" shirts). Men from other religious orientation e.g. Muslim will be allowed to wear a Kufiaa or a hat as per their religious requirement.

**Bermudas will be accepted only on Fridays.**

**WOMEN:** Less formal dresses, skirts, slacks and tailored shorts. Caps will only be allowed if its smarts and or casual.

5.1 **Sleeveless/bare clothing and exposure of parts deemed to be private is not allowed e.g. cleavage.**

5.2 **Leggings are allowed with tops /dresses at knee length but cycling tights are not.**

**Women from other religious orientation e.g. Muslim or ZCC etc. Will be allowed to wear a Burka and or a scarf as they so wish.**

5.3 Executives may prescribe the appropriate dress code, should it be required by the nature of certain functions within the business.

5.4 Line Managers are responsible for monitoring compliance to the code and discouraging inappropriate dress.

**NOTE:** The code does not apply on special occasions such as the year end party, or theme days, but members of staff are encouraged to be presentable still. For staff members who are not office bound, and whose work requires them to consult with communities, a casual look is acceptable.

## 6. CASUAL AND OR SPORTS DAY

The company supports a casual day every Friday of the week. On this day employees, if they so wish, will be allowed to wear casual clothes to work.

Employees must exercise their discretion as to the appropriateness of the casual attire and should look neat and presentable at all times, suitability of attire is important and extremes are discouraged. Acceptable attire would include for

example, open-neck shirts with collars, smart denims, chinos, casual dresses, long skirts, casual slacks and corporate wear.

Examples of unacceptable dress would be tight & transparent skirts or pants, very short skirts, revealing tops, torn denim jeans, shorts, beachwear and those other items, which are specifically excluded from the informal dress code.

If, on a casual day, employees will be meeting customers, or any other external people, there is need to present a professional image, and they should still wear the appropriate business attire.

Managers are expected to correct any tendency towards untidiness or inappropriateness in their staffs' appearance on casual days.

Only those who participate in sports will be allowed to wear sports clothing on Wednesdays.

## **7. SPECIFIC EXCLUSIONS FROM SMART / CASUAL DRESS CODE**

The following garments have been deemed inappropriate for the office environment and will not be allowed:

- 7.1 T-shirts, running shorts, casual shorts, track suits, ski-pants/leggings, low cut rise jeans, backless dresses or blouses, flip flops, sports shoes, sandals (for men), **casual sandals (for women), sheer or see through fabrics, dress with potentially offensive images or words, and very tight and short dresses and skirts.**
- 7.2 **T-shirts with logos of a political party and other companies will not be allowed, except of SAMWU and IMATU.**

**Note:** This list is not exhaustive — please remember that you're dressing for the office and are expected to exercise good judgement. This dress code is not applicable to employees supplied with overhauls or dust-coats by Council.

## **8. OFFICIAL NAME TAGS**

Councillors and officials will wear nametags every day at work.

## **9. POLICY REVIEW**

The policy will be reviewed annually and/ or as when required.