



social development

Department:
Social Development
PROVINCE OF KWAZULU-NATAL

POLICY ON MINIMUM DRESS STANDARD

TABLE OF CONTENTS

	PAGES
1. Introduction	3
2. Purpose	3
3. Scope of Applicability	3
4. Legislative Framework	3
5. Definitions, Acronyms and Abbreviations	3
6. Principles	4
7. Unacceptable dress standard for all employees	4 - 5
8. Acceptable dress standard for all Employees	5
9. Acceptable dress standard for males	5
10. Acceptable dress standard for females	5 - 6
11. Responsibility of the Supervisor	6
12. Responsibility of the employee	6
13. Monitoring, Evaluation and review	6
14. Policy Version	6
15. Effective Date	6
16. Title of the policy	6
17. Policy Approval	6

1. INTRODUCTION

The Code of Conduct for the Public Service requires employees during official duties, to dress and behave in a manner that enhances the reputation of the public service.

2. PURPOSE

The purpose of this Policy is to provide guidelines around acceptable appearance of employees in the work place and to the public.

3. SCOPE OF APPLICABILITY

This Policy applies to all employees of the Department of Social Development.

4. LEGISLATIVE FRAMEWORK

3.1 Public Service Regulations, 2001 as amended

3.2 The Code of Conduct for the Public Service, 2002

5. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

5.1 **“Clothing”** means articles worn to cover the body.

5.2 **“Dress Code”** means a set of guidelines regarding the manner of dress acceptable in an office.

5.3 **“Employee”** means any person, excluding an independent contractor, who works for another person or for the state and who receives, or is entitled to receive, any remuneration; and any other person in any manner assisting in carrying on or conducting the business of an employer, and “employee” and “employed” have meanings corresponding to that of “employee”

5.4 **“Employer”** means the KwaZulu-Natal Department of Social Development.

5.5 **“Formal”** means being in accordance with established forms and conventions and requirements.

5.6 **“Golf shirt”** means T shaped shirt with a collar, typically with two or three buttons down a slit below collar and an optional pocket and a zipper.

5.7 **“Smart/ casual”** means a style of dress which is informal yet well-dressed enough to conform to a particular dress code.

5.8 **“T-shirt”** means a lightweight shirt without buttons and without collar, with short sleeves.

5.9 **“Traditional wear”** means type of clothes that define your religion or culture.

6. PRINCIPLES

- 6.1 This Policy endeavours to uphold the good image of the Department by encouraging employees to at all times dress neat, descent and respectable.
- 6.2 In the implementation of the Code of Conduct for the Public Service and in the spirit of *Batho Pele* it is essential that the employees adhere to the following:
- 6.2.1 no employee must come to work looking untidy and in a manner that will be creating a negative image about the Department.
 - 6.2.2 no T-shirts and caps promoting other department's logo, vision or services rendered should be worn in the workplace during official duties, unless if it promotes Provincial/Cluster projects or National programmes only on specific days of the events.
 - 6.2.3 T-shirt and caps which promote Departmental, National and Provincial service delivery programmes / projects must be worn in the workplace during official duties on specific days to display the Department's commitment to such programmes.
 - 6.2.4 employees must not dress sloppily or wear clothing with potential offensive image or word. This type of clothes can have a negative impact on employee performance.
 - 6.2.5 clothes that are appropriate for working in the yard, going on a picnic or playing sport are not appropriate for the office nor are clothing that are too revealing.
 - 6.2.6 traditional wear is considered as an acceptable dress for both males and females; and
 - 6.2.7 employees must, during official duties wear their name tags for ease of identification by the customers and being professional.

7. UNACCEPTABLE DRESS STANDARD FOR EMPLOYEES

- 7.1 In keeping with the Department's desire to present a positive, professional appearance of employees, certain type of clothing will be unacceptable at all times. Example of prohibited clothing include, but not limited to the following:
- 7.1.1 dresses and skirt length shorter then four inches above the knee;
 - 7.1.2 miniskirt and spaghetti strap dress and too revealing blouse, shirt, dress,
 - 7.1.3 stomach-out, clothing that reveals underwear, beach wear, provocative wear, off the shoulder tops, leggings,
 - 7.1.4 extremely loose-fitting (baggy) clothing,
 - 7.1.5 halter neck dresses, dark sun glasses and
 - 7.1.6 clothing with foul language or obscene image, torn clothes, muscle shirt,

7.1.7 barefeet, clothes that reveals too much cleavage, chest or back,

7.1.8 sleeveless shirt, round neck T- shirt of any colour,

7.1.9 jean of any colour, half trousers,

7.1.10 athletic shoes, sneakers, thongs, slippers,

7.1.11 sandals for men (unless for medical reasons),

7.1.13 visible body piercing other than pierced ears,

7.1.15 funky hair styles with very bright colours,

7.1.16 caps,

7.1.17 tattoos must not be visible, and

7.1.18 shoulder straps and petticoats must never be visible.

8 ACCEPTABLE DRESS CODE FOR ALL EMPLOYEES

8.1 The following dress standard is considered reasonable and appropriate for all employees.

8.1.1 Employees must always dress professionally and be respectable to the public.

8.1.2 Care for hair is equally important for both male and female, hairstyle shall be neat.

9. ACCEPTABLE DRESS CODE FOR MALES

9.1 A T-shirt with fixed collar (short or long sleeves),

9.2 A formal or smart casual trouser,

9.3 Tie (optional),

9.4 Sweaters with collared shirt underneath,

9.5 Blazers.

9.6 Round neck T-shirt can be worn underneath the shirt.

10. ACCEPTABLE DRESS CODE FOR FEMALES

10.1 Formal suit, dress, blouse, skirt, trouser,

- 10.2 Smart casual wear,
- 10.3 Sweaters with shirts underneath,
- 10.4 Sandals and closed shoes.

11. RESPONSIBILITY OF THE SUPERVISOR

11.1 The responsibility of the supervisor is to ensure that staff members meet the standard for professional appearance.

12. RESPONSIBILITY OF THE EMPLOYEE

12.1 The responsibility of the employee is to ensure that presentable Dress Code is adhered to at all times.

12.2 An employee who fails to comply with this Policy shall be guilty of misconduct and disciplinary steps shall be taken against him or her.

13. MONITORING, EVALUATION AND REVIEW

13.1 The Human Resource Management of the department is responsible for communicating the provisions of this policy to all employees.

13.2 The Policy will be monitored, evaluated and reviewed after three years or as and when the need arises.

14. POLICY VERSION

This is the 2nd version of the Policy and is available in the English version.

15. EFFECTIVE DATE

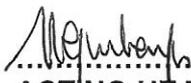
This Policy is effective from the date of approval by the Head of Department.

16. TITLE OF THE POLICY

This Policy shall be called the Policy on Minimum Dress Standard.

17. POLICY APPROVAL

This Policy supersedes all other policies on already in existence. This revised Policy is approved with effect from the 09th day of April in the year 2014.


.....
ACTING HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT



social development

Department:
Social Development
PROVINCE OF KWAZULU-NATAL

INTERNAL MEMORANDUM

Fax/ Isikhahlamezi/ Fax : (033) 341-7913
Telephone/ Ucingo /Tefoon : (033) 341-7906
Enquiries / Imibuzo / Navrae : Z.B Simelane
Our Ref/ Inkomba/ Verw. : 2/7/2/
Your Ref/ Inkomba/ Verw :
E-mail: Barnabas.Simelane@kznsocdev.gov.za
Cell : 0826731031

Legal Services Directorate

1st Floor, Office No. 110
Mayors Walk Office Park
174 Mayors Walk Street
Private Bag X9144
PIETERMARITZBURG
3201

TO : Mr. M.T Mazibuko.
The Senior Manager: HRA
Department: Social Development, KZN.

DATE : Friday, 13 December 2013

CERTIFICATE OF LEGAL COMPLIANCE: POLICY ON MINIMUM DRESS STANDARD.

We attach hereto a copy of the Policy on Minimum Dress Standard.

We confirm that the attached policy has been legally edited and is in accordance with the applicable laws.

We trust the above is in order.

Mr. Z.B Simelane
(Acting) Deputy Manager: Legal Compliance.

Date: 2013/12/13