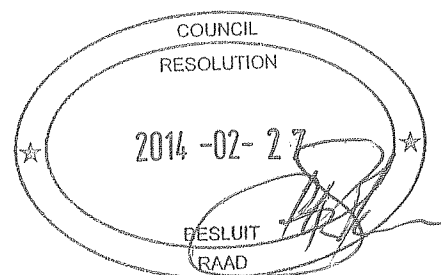


Reference No 91243/1
 Zukiswa Ntsikeni (8150)
 COUNCIL: 27 February 2014



1. CORPORATE AND SHARED SERVICES DEPARTMENT
 POLICY ON ADHERING TO BUSINESS ATTIRE
**(From the Mayoral Committee Cluster: Governance: 15 January 2014 and the
 Mayoral Committee: 22 January 2014)**

1. PURPOSE

The purpose of the report is to seek approval for the policy on adhering to business attire.

2. STRATEGIC OBJECTIVES

The City of Tshwane's Strategic Objective 6 (Continued institutional development, transformation and innovation) is addressed in the report.

3. BACKGROUND

The City recently approved Vision 2055, which is about the remaking of the capital city of South Africa. Vision 2055 is a four-decade plan and we are in the first decade. This is a long-term plan, and to manage the goals set for each decade it has been broken into five-year short-term goals. The first five years are of the essence, as the focus will be mainly to effect changes in areas where not too much attention is paid, like business attire.

Employees are the mirror of an organisation and need to represent their employer appropriately in a business and professional way. The City has rebranded itself and is working towards being the employer of choice. This will only be achieved if employees are on the same wagon and understand the importance of representing the City professionally. To move forward with igniting excellence, gaps were considered and business attire was identified as a need for urgent attendance. However, it cannot be addressed without drafting policy guidelines that will state what is and what is not appropriate for work purposes.

4. DISCUSSION

- 4.1 Appropriate business attire for internal engagements

No dress code can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work. During internal engagements, employees need to ensure that they represent their departments and the organisation at large appropriately by clothing themselves in a professional way.

- 4.2 Appropriate business attire for external engagements

Employees are the mirror of the organisation; external engagements require the projection of a professional image at all times.

No engagement should be taken lightly, even if the meeting is held on a day dedicated for casual clothing (Friday). It is important for employees to always represent the organisation professionally. In the City's drive to become the employer of choice, it is important that future employees understand the organisation culture and can be able to identify City of Tshwane employees by how they represent themselves.

5. COMMENTS OF THE STAKEHOLDER DEPARTMENTS

5.1 COMMENTS OF THE CHIEF FINANCIAL OFFICER

Cognisance is taken of the contents of the report as well as the attached Adhering to Business Attire Policy.

The purpose of the report is to obtain approval of the Policy on Adhering to Business Attire.

The Group Financial Services Department, in principle, support the objectives of the proposed Policy.

There are no financial implications emanating as a result of this report.

5.2 COMMENTS OF THE GROUP LEGAL COUNSEL

The purpose of the report is to seek approval of the Policy on adhering to business attire.

In terms of section 11(3) (a) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) a municipality must exercise its legislative or executive authority by developing and adopting plans, policies and programmes, including setting targets for delivery

Section 11(3) (n) of the Municipal Systems Act provides further that a municipality must exercise its legislative or executive authority by doing anything else within its legislative and executive competence.

The report addresses Strategic Objective 06: Continued Institutional Development Transformation and Innovation.

Having regard to the aforesaid and with specific reference to the contents of the report we submit that the approval of the report and its recommendations are thus supported.

6. IMPLICATIONS

6.1 HUMAN RESOURCES

The Human Resource Division of the City of Tshwane will ensure that all employees are made aware of the policy requirements.

6.2 FINANCES

None

6.3 CONSTITUTIONAL AND LEGAL FACTORS

None

6.4 COMMUNICATION

Once the report is approved it will be communicated to all employees using all channels of communication.

6.5 PREVIOUS COUNCIL OR MAYORAL COMMITTEE RESOLUTIONS

None

7. CONCLUSION

All employees will be expected to adhere to the requirements of this policy.

This policy should be implemented immediately once approved.

The Mayoral Committee on 22 January 2014 resolved to recommend to Council as set out below:

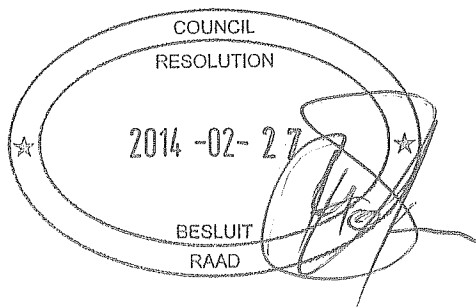
During consideration of this item by Council on 27 February 2014, and after Cllr LG Motau addressed Council on this matter, it was resolved as set out below:

ANNEXURE:

- A: DRESS CODE FOR CITY OF TSHWANE FINAL 11-11-13.docx - ADHERING TO BUSINESS ATTIRE

RESOLVED:

1. That the policy on adhering to business attire be approved.
2. That all employees adhere to the guidelines set in the policy.



HUMAN RESOURCES MANAGEMENT

BUSINESS ATTIRE POLICY

DOCUMENT CONTROL	
POLICY NUMBER:	CoT PO 16/2013
COMPILED BY:	Human Resource Management
EFFECTIVE DATE:	<u>Date recommended/approved by final authority</u>
REVIEW DATE:	
APPROVED BY:	<u>Indicate date approved by all structures/authority</u>
POLICIES REPEALED OR VARIED	None

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CITY OF TSHWANE

POLICY ON BUSINESS ATTIRE

1 INTRODUCTION

It became essential to do introspection and identify areas of improvement that will ensure that we live according to our slogan of igniting excellence.

Employees are the mirror of the organisation and need to project a professional image for all our stakeholders.

Not all casual clothes are appropriate for work and these guidelines will help employees to determine what is appropriate for work. Clothing that reveals too much of body parts (cleavage, back, chest, stomach and underwear) are not appropriate for work.

2 PURPOSE

The purpose of this report is to provide guidance to employees on how to dress appropriately for work.

3 SCOPE

This policy is applicable to all departments and regions of the City of Tshwane.

4 OBJECTIVES

In the process of igniting excellence, the City of Tshwane's employees must maintain a professional, businesslike appearance at all times. Therefore the policy proposed in this document provides guidance on appropriate attire.

5 ABBREVIATIONS AND DEFINITIONS

"Employee" includes a permanent employee or a contractual employee as defined but excludes an independent contractor or its employees.

6 POLICY CONTENTS

6.1 Dress and grooming guidelines

All employees must comply with the attire outlined below. Employees who do not regularly meet customers, stakeholders and the general public may wear comfortable clothes, but should still be as neat and businesslike as possible.

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6.2 List of appropriate business attire

6.2.1 Men

- Blazers, suits or jackets
- Suit/tailored trousers
- Suit shirts with buttons and collars
- Ties
- Sweaters, cardigans, slipovers and polo-necked tops
- Suit shoes and boots
- Jeans (on Fridays only)

6.2.2 Women

- Blazers, suits or jackets
- Blouses or shirts
- Scarves or foulards
- Dresses (knee-level or longer)
- Suit/tailored trousers
- Skirts or split skirts (knee-level or longer)
- Sweaters, cardigans, slipovers and polo-necked tops
- Suit shoes or boots
- Neat Jeans (Fridays only)

Suits/blazers/jackets are only obligatory in case of business meetings with third parties and during other activities in which the employee is representing the City of Tshwane.

6.3 The following is a list of unacceptable attire, and applies to all employees:

- Beach wear
- Jeans(out) because is worn on Fridays not during the 1st four days
- Clothing that is worn, torn, frayed with patches or holes
- Evening wear
- Flip flops and other flat, toe-ring or thong sandals
- Revealing, and see-through/transparent clothing
- Shorts and bermudas
- Stretch or tight pants/slacks/trousers
- Tank tops, tube tops, halter neck tops, spaghetti straps, off-the-shoulder tops, midriff-length tops
- T-shirts with commercial or political slogans
- Underwear as outerwear
- Workout clothes or shoes, athletic wear, sweat pants, tennis shoes

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- Prohibited to bringing weapons to work e.g. .guns except if work related, that are visible or carried during working hours

When employees are required to report for duty on Saturdays, Sundays or public holidays, they may dress casually but not inappropriately. They are also expected to maintain a professional standard of cleanliness and personal hygiene.

Hair should be clean, combed and neatly trimmed or arranged. Extreme and eccentric hairstyles, including unnatural hair colour, are not permissible.

Accessories such as jewellery must be simple and neat. Piercings anywhere except in the ears must be removed. Only one earring may be worn in each ear and these should be from the same pair. Tattoos must not be visible.

Certain employees may be required to wear uniforms depending on the nature of their job. This is regulated by the collective agreement. Uniforms must be clean, neatly pressed and appropriately worn when reporting for work.

6.3.1 Summer dress code

Employees are expected to adhere to the recommended business attire even in summer.

6.3.2 Casual Day

Casual Day is Friday. All employees may wear appropriate casual clothing that is neat and clean. Participation in Casual Day is a personal decision. Employees are expected to use good judgement to ensure that their attire is appropriate for all activities (including meetings and client contact) that they will be involved in on that day. If the last Friday of the month is a public holiday, Casual Day will be on the Thursday.

6.3.3 Policy and procedure

Responsibility for the implementation of the dress code

Managers/ Directors or their nominees will be responsible for ensuring that an appropriate code of dress is known and adhered to by staff members within their working environment. They must also counsel staff members who do not comply with the code.

While the City of Tshwane does not wish to appear prescriptive, dress is generally left to the staff member's judgement and good taste. However, it must be stressed that dress throughout the City of Tshwane is expected to be reasonably smart.

Staff members who are contemplating acquiring tattoos or permanent body piercings should consider the effect these will have on their acceptance as professionals by the City of Tshwane's stakeholders, funders, donors, clients and anyone else that they may come into contact with while representing their employer.

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Managers/Directors or their nominees may request staff members to return to their home to change their attire if it is deemed unfit for office wear.

6.3.4 Execution

The Manager/Directors or the nominees have an important role in monitoring and implementing this policy. The policy will be administered according to the following steps: If unacceptable attire is worn in the office, the Manager/Director or the nominee will immediately hold a private meeting with the employee concerned to advise and counsel the employee on the inappropriateness of the attire.

If, in the opinion of the staff member, a colleague is wearing unacceptable attire, he/she should report this by email to the Manager/Director or the nominee in his/her absence, to the Executive Director/Strategic Executive Director, who should act immediately. The manager/director or the nominee should treat any report in strict confidence.

The Manager/Director or the nominee should, after holding a private meeting with the employee concerned, and in collaboration with the Senior Human Resources Operational Specialist or the Executive Director/ Strategic Executive Director, ask the employee to go home for the rest of the day or part thereof and put in vacation leave. The decision of the Strategic Executive Director is final.

Repeated policy violation may result in disciplinary action, which is regulated by the collective agreement.

7 COMMUNICATION

- a) In order for the City of Tshwane to demonstrate its commitment towards the implementation and monitoring of this policy, employees will be informed of the contents of this policy through various channels of communication.
- b) The Policy will be communicated to all employees and to any other interested parties, in order to-
 - increase awareness of the commitments in the policy statement;
 - explain why the policy is established and maintained; and
 - Guide individuals in understanding their responsibility and accountability in terms of the policy.
- c) Record shall be kept to prove communication of the policy to all affected parties.

8 REVISION

This policy may be reviewed and revised every three years at the discretion of the City of Tshwane.

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