



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
TRANSPORT**

DRESS CODE POLICY

VERSION 1

Dress Code Policy Version 1

CONFIDENTIAL

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ACRONYMS AND ABBREVIATIONS

1. LDOT- Limpopo Department of Transport
2. EWP- Employee Wellness Programme

DEFINITIONS

1. Appropriate - Something that is suitable and fitting
2. Inappropriate - Something or situation that is unsuitable or unfitting
3. Excessive -.Something or situation that is unnecessary and unwarranted

1. INTRODUCTION AND BACKGROUND

The Limpopo Department of Transport requires employees to always appear for work in attire that is “professional” and suitable for the work setting. This may vary slightly from one area to another depending on the nature of the work, exposure to the general public, customers, and the environment.

This policy is intended to describe guidelines on what is considered appropriate dress for the workplace. These guidelines are not intended to be an inclusive document “cast in stone”, but rather should help set the general parameters for appropriate attire, and allow employees to use good judgment and common sense about items not specifically addressed.

2. PURPOSE AND OBJECTIVES

The purpose of the policy is to standardize the dress code and provide guidelines to the department on issues relating to dress code.

- i. Personal appearance and hygiene play an important role in projecting a professional image in the community and to the customers we serve.
- ii. Our appearance should always reflect what is appropriate for our job, work setting and personal safety.
- iii. Work settings vary greatly across the department’s core functions which may establish a more formal dress policy if appropriate.

3 LEGAL FRAMEWORK

- 3.1 Constitution of the Republic of South Africa, Act 108 section 195 (1) (a).
- 3.2 Code of Conduct
- 3.3 Batho Pele Principles
- 3.4 Disciplinary Code and Procedures for the Public Service
- 3.5 Sexual Harassment policy at the workplace

4. WHAT TO WEAR TO WORK

Three categories of dress have been identified, each of which are appropriate dress under certain circumstances. These categories and examples of appropriate dress are as follows:

4.1 Formal /Traditional dress:

4.1.1 For men

- i. This would be a business suit with tie.
- ii. This would be dress pants with a dress shirt or polo-type shirt worn with a jacket but no tie.
- iii. Dress shirt with no jacket e.g. Madiba and Gaddafi shirt, etc.
- iv. A prescribed uniform in the case of staff that are required by regulation to wear uniforms.
- v. Appropriate footwear: loafers, or rubber sole shoes with socks.

4.1.2 For women

- i. Dresses or suits with either skirts or slacks.
- ii. A prescribed uniform in the case of staff that are required by regulation to wear uniforms.
- iii. Appropriate footwear: heels, loafers, or rubber sole shoes with socks or hosiery.

4.1.3 For all

Professionally-styled departmental logo shirts.

4.2. Informal Attire:

The intent of informal attire is to ensure that personnel are dressed appropriately to meet with the public at a moment's notice. Footwear should be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind.

4.2.1 For men

Jackets have the effect of creating a professional appearance. However, they may not be worn the entire day but must be available.

4.2.2 For women

Dressy capris, LDOT logo shirts, non-promotional and non-athletic fleece-wear. Women's capris must be mid (not upper) calf.

4.3 Uniform/non-climate controlled environments –

If uniforms are provided, employees must wear them in accordance with department guidelines. Where uniforms are not provided in non-climate controlled environments, such as garages, stores and call centers appropriate attire includes jeans, athletic shoes or boots where required, fitted tank tops and T-shirts or sweatshirts with non-offensive markings.

5. POLICY PRONOUNCEMENT

The implementation of this policy will be guided by Batho Pele Principles, Code of Conduct for Public Servants and any other piece of legislation.

6. GUIDELINES FOR APPROPRIATE WORK DRESS CODE

6.1. All employees

- I. Business attire or informal business attire is required. Employees under this dress code may use the business casual attire on Friday, Saturday, Sunday and holidays.
- II. Casual attire is appropriate depending on the type of work and interaction with the general public and customers on Fridays for uniformed or non-uniformed employees.

7. WHAT NOT TO WEAR TO WORK

Except as noted in non-climate controlled environments, inappropriate attire includes but is not limited to:

7.1. For Men

Any item of clothing with slogans (except Limpopo Department of Transport slogans), bleached/stretch/tight denim trousers and denim slacks with holes, sweatpants, sweatshirts or workout attire; sheer clothing or clothing that is excessively revealing, distracting or provocative; tank tops; tracksuits, takkies (running/ athletic shoes, shoes without socks, sneakers, or casual sandals.

7.2. For Women

Any item of clothing with slogans (except Limpopo Department of Transport slogans), bleached/stretch/tight denim trousers and denim slacks with holes, sweatpants, sweatshirts or workout attire; leggings, sheer clothing or clothing that is excessively revealing, distracting or provocative; halter or tank tops; and skirts/dresses that are excessively short; strapless dresses, blouses/ tops, sleeveless dresses/ top/ blouses, see-through dresses, pants, skirts and blouses, trousers/slacks elasticized around the ankle or tucked into boots/shoes,

Cycle pants, tight-fitting slacks, pants, shorts, tracksuits, takkies (running/athletic shoes, slippers, slippers, sneakers, or casual sandals.

7.3. Jewellery

- i. Jewellery is prohibited in all operational areas where the job requires using tools and equipment, or is in proximity to moving belts, machines or vehicles. This includes necklaces, bracelets, anklets, earrings, and other piercing jewelry.
- ii. Medic Alert bracelets may be worn for safety reasons.

8. SITUATIONS THAT MAY CALL FOR DIFFERENT ATTIRE

Summer Dress:

- i. Employees should always consider each day's activities when determining what to wear. If one is hosting or attending meetings with clients or employees from other offices, you should refrain from wearing casual attire, unless it is known that meeting attendees will also dress in business casual attire.
- ii. For those employees who typically are required to wear formal attire, casual attire is permitted for both men and women and clothing should have a good fit. Clothing should be pressed and in good condition, meaning that it has no fading, holes, or dangling threads, and is also wrinkle-free.
- iii. Supervisors and managers can specify additional or alternative dress and grooming requirements based on the business needs of their units or requirements necessary for employee safety and comfort.

9. EMPLOYEE ROLE AND RESPONSIBILITY

- 9.1. Always strive to project a professional image while at work and in the public eye.
- 9.2. Be conservative when selecting work attire. If there is doubt as to whether a piece of clothing or outfit is appropriate, should not be worn in the workplace.

- 9.3. Always avoid loose fitting clothing or items that may cause a safety hazard in the workplace.
- 9.4. Proper appearance includes personal hygiene. Daily grooming and bathing is required.

10. MANAGEMENT ROLE AND RESPONSIBILITY

- 10.1 Set the example for professional appearance in the workplace.
- 10.2 Communicate the LDOT standards of dress to all employees.
- 10.3 The overriding goal is to achieve a professional appearance regardless of the level of dress employees wear. Enforce this policy to accomplish that effect. Employees who fail to follow the proper dress code should be counseled and subject to disciplinary actions, including leaving the premises (if necessary). And time lost will be compensated.
- 10.4 Keep safety in mind when determining proper attire at work. Never sacrifice employee safety for comfort.
- 10.5 To provide for consistent use of the LDOT logo and better value to employees, logo wear must be selected through the Government Service providers.

11. REVIEW AND TERMINATION OF THE POLICY

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

12. MONITORING AND EVALUATION

Employee Wellness Programme Directorate will monitor the implementation of this policy. Monitoring and Evaluation Directorate within the LDOT will also track progress and policy achievement in terms of the objectives.

13. DEFAULT

Any third party who has a contractual relation with the LDOT and contravenes the provision of the policy will be dealt with in terms of the penalty clause of the agreement entered into by and between him/her and the LDOT. Employees who violate this policy will be disciplined in terms of measures contained in or published in one or more prescripts that are contained in the Legal Framework of this policy.

14. INCEPTION DATE

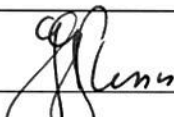
The inception date of this policy will be within 30 days after the approval by the Authority.

15. ENQUIRIES

Enquiries regarding this policy should in the first instance be directed to EWP Directorate.

RECOMMENDED / ~~NOT RECOMMENDED~~

For approval


ACCOUNTING OFFICER

28/8/15
DATE

APPROVED /~~NOT APPROVED~~

Approved


MEMBER OF EXECUTIVE COUNCIL

03/09/15
DATE