



LIMPOPO  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT

DRESS CODE POLICY

REF: S.9/3/P

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RECOMMENDED BY:



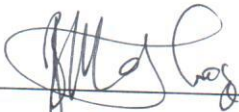
HEAD OF DEPARTMENT

MAISELA, RJ

2016-05-19

DATE

APPROVED BY:



HONOURABLE MEMBER OF EXECUTIVE COUNCIL

MATSHOGE, BAJ

2016/05/19

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## 1. ACRONYMS AND ABBREVIATIONS

<b>HOD</b>	Head of the Department
<b>MEC</b>	Member of the Executive Council
<b>LDARD</b>	Limpopo Department of Agriculture and Rural Development

## 2. EXECUTIVE SUMMARY

LDARD as an employer acknowledges the importance of a positive corporate image in their relationship with the public and amongst employees through appropriate dress code. The purpose of the dress code policy is to define the minimum acceptable standards of dress code while at work.

To provide guidelines for all employees on the implementation of this policy, provisions were made on what to wear, what is not acceptable to wear, areas of operation and who must ensure compliance.

## 3. INTRODUCTION

The LDARD is a service oriented and people centred public entity in line with the principles of Batho Pele. Chapter 2 of the Public Service Regulations deals with Code of the conduct for the Public Service and section C.5 addresses employee personal conduct and private interests. Paragraph C.5.1 stipulates that **“an employee, during official duties, dresses and behaves in a manner that enhances the reputation of the Public Service.”** This paragraph recognises the view that the manner of dress of an employee projects a certain image of the employer and can have a positive or negative impact on fellow officials, clients and the image of the whole Department.

This policy will be implemented in line with other existing legislations and policies.

## 4. PURPOSE AND OBJECTIVES

This policy serves to provide broad guidelines for the LDARD employees on their personal code of conduct while on duty as stipulated in paragraph C.5.1 of the Code of Conduct stated above.

**The objectives of this policy are the following:**

- 4.1 Setting the minimum standards of dress code within the LDARD.
- 4.2 Assisting the LDARD employees to dress appropriately for different areas of operation.
- 4.3 Ensuring that the style of dress within the LDARD is professional, non- offensive and does not unfairly discriminate against any person(s).
- 4.4 To promote good code of conduct through appropriate dress code while at work.

## 5. AUTHORISATION

This policy is developed under the authority of the Honourable MEC as the Executive Authority and HOD as the Accounting Officer of the Limpopo Department of Agriculture and Rural Development in terms of Public Service Act and its Regulations.



## **6. LEGAL FRAMEWORK**

- 6.1 Constitution of the RSA, [ Act No. 108 of 1996]
- 6.2 Explanatory manual on the code of conduct for the Public Service, 2002
- 6.3 Public Service Act [No. 1994] as amended and Public Service Regulations, 2007
- 6.4 The White Paper on Transforming Public Service Delivery, 1997
- 6.5 The Occupational Health and Safety Act, [No. 85 of 1993].
- 6.6 The Promotion of Administrative Justice Act, 2000

## **7. SCOPE OF APPLICATION**

This policy is applicable to all employees of the Limpopo Department of Agriculture and Rural Development.

## **8. DEFINITIONS**

**8.1 Employee** – any person prospective or employed by the Limpopo Department of Agriculture and Rural Development.

**8.2 Head of Department** – The employer who is the Accounting Officer of the Limpopo Department of Agriculture and Rural Development and includes any employee acting in such a post.

**8.3 Workplace** – any premises or place where a person performs work in the course of his employment at Head Office, Districts, Municipalities and Service Center levels.

## **9. POLICY PRONOUNCEMENTS**

### **9.1 WHAT TO WEAR**

**9.1.1 An acceptable dress code of an employee reporting to work should meet the following basic requirements:**

- a) To be neat and presentable
- b) Hair, if any should be clean and neat
- c) Nails should be clean
- d) Under-wear should not be visible
- e) Clothes should be clean and tidy
- f) Shoes should be clean and in good condition
- g) Perfume/cologne should be used in moderation
- h) Jewellery in moderation
- i) Shirts to be tucked into trousers/ skirts – unless styled to be worn over trousers/skirts.
- j) Trousers should be properly belted

## 9.2 WHAT IS NOT ACCEPTABLE TO WEAR

- a) Torn pants/jeans
- b) Tight body revealing clothing (such as stomach out and backless dresses/tops)
- c) Preferably not visible gross tattoos or body piercing (earrings are allowed)
- d) Slippers
- e) Bare feet
- f) Baggy trousers
- g) Any clothing with messages that could be prejudicial, controversial and discriminating such as T- Shirt reflecting logo of any political party. Government employees should be neutral, unbiased and not involved in any matters which could be seen as favouring one party over another in service delivery (Code of Conduct for the Public Service, 2002).

## 9.3 AREAS OF OPERATION

### 9.3.1 Office Work

Whilst working in the office, attending meetings, workshops and conferences LDARD employees shall be required to be formal or semi-formal or casual. Activities to be done will determine the appropriate attire for the day as described below:

- a) **Males:** Suit, Tie, Jacket, Madiba shirt, Chinese collar shirt, Long trouser, Jean, Short or long sleeve shirt, Golf shirts, Traditional clothing, Hat, Track suits, Shoes and tekkies.
- b) **Females:** Dress, Skirt, (knee length or lower), Shirt, Long Trouser, Short trouser (knee length or lower), Jean, Traditional clothing, Hat, Jacket, Track suits, Shoes and sandals.

### 9.3.2 Field Work

For employees engaged in field work, appropriate attire should be worn.

### 9.3.3 Sports Days, Special Days and Events Celebration

- a) All employees are expected to still be presentable during sports days, special days and events celebration while wearing the appropriate attire for the activities to be done.
- b) Wearing of sportswear is allowed during sports days.

### 9.3.4 Protective Clothing

- a) Officials who are required to wear uniforms and personal protective clothing are required to do so at all times to ensure their own safety and compliance to the Occupational Health and Safety Act no 83 of 1993.
- b) The line Manager have to ensure budget allocation for the purchase of required uniforms and personal protective clothing within their respective Directorate.

## **9.4 RESPONSIBILITIES**

### **9.4.1 The Employees**

- a) To familiarise themselves with the policy and ensure compliance.

### **9.4.2 Management and Supervisors**

- a) To ensure that employees who report to them abide by the policy.
- b) To enforce discipline in case of violation of the dress code policy by taking the following actions:
  - I. To enforce first verbal warning by indicating to the employee that he or she is wearing inappropriately and ask him or her not to come to work wearing the clothing again.
  - II. To enforce second verbal warning by requesting the employee to go home and wear the appropriate clothing and return to work in line with the policy.
  - III. If non-compliance persists, disciplinary action should be taken in line with policy on handling of misconduct cases by Labour Relations Directorate on behalf of the employer.

## **9.5 MONITORING AND EVALUATION**

9.5.1 All employees at peer level are responsible to monitor compliance to the policy by advising one another when violation of the policy is observed.

9.5.2 Reported cases on violation of the policy will also be used to monitor and evaluate compliance to the Policy.

## **10. DEFAULT AND EXCLUSIONS**

Non-compliance and deviations from this policy is not acceptable. Any request for deviation and exclusion to this policy will be made in writing stating the reasons and approved by the supervisor.

## **11. INCEPTION DATE**

The inception date will be the date of approval.

## **12. TERMINATION AND REVIEW**

This policy shall remain in effect for two (2) years from the date of approval unless a need arise for special review or termination.



### 13. ENQUIRIES

Enquiries regarding this policy can be directed to:

**Director** Employee Wellness and Special Programmes, Limpopo Department of Agriculture and Rural Development, Private Bag x 9487, Polokwane 0700. Telephone – 015 294 3000.

**RECOMMENDED BY:**



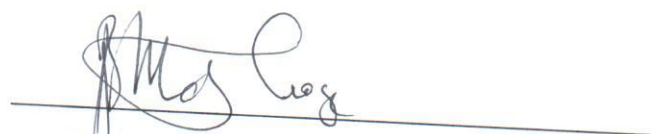
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