




# KWAZULU NATAL PROVINCIAL TREASURY

## DRESS CODE POLICY

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## 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 department as well as the Public Service.

## 2. Scope of application

This policy is applicable to all KZN Provincial Treasury employees who are employed in terms of the Public Service Act, 1994 as amended, as well as Learners, Interns, Contract employees and In-service Trainees.

## 3. Purpose

The purpose of this policy is to provide guidelines for the decent and acceptable appearance of employees in the work place and to the public during working hours.

## 4. Legislative Framework

4.1 **Public Service Regulations, 2016.**

4.2 The Code of Conduct for the Public Service.

4.3 Public Service Act, 1994 as amended.

## 5. DEFINITIONS

- 5.1 **Clothing** : means articles worn to cover the body.
- 5.2 **Dress Code** : means a set of guidelines on what is considered appropriate standard of dress for the workplace.
- 5.3 **Employee** : for the purpose of this policy, means any person employed within KZN Provincial Treasury.
- 5.4 **Department** : for the purpose of this policy, means KZN Provincial Treasury.
- 5.5 **Formal** : means being in accordance with established forms, conventions and requirements.
- 5.6 **Inappropriate** : means not conforming to accepted standards.
- 5.7 **Smart/casual** : means a style of dress which is informal yet well-dressed to conform to a particular dress code.

- 5.8 Golf shirt : for the purpose of this policy means T-shirt with a collar, typically with two or three buttons or zipper in a slit below collar.

## 6. PRINCIPLES

- 6.1 The policy endeavours to always reflect a good image of the Department by encouraging employees to at all times dress neatly, decently and respectably.
- 6.2 In the implementation of the Code of Conduct for the Public Service as well as the Batho Pele Principles, it is essential that the employees adhere to the following:
- 6.2.1 No public servant should come to work untidy, unshaven and smelling of liquor as it creates a negative image of the Department.
- 6.2.2 Corporate wear (with departmental logo) and national/provincial sports shirts may be worn on Fridays.
- 6.2.3 Employees must not dress sloppily or wear clothing with potentially offensive images/ wording.
- 6.2.4 Employees must not dress in revealing attire or clothes which may be deemed sexually offensive or in appropriate.
- 6.2.5 In order to project a professional image, employees must, during official duties wear their name tags for ease of identification by clients.

## 7. UNACCEPTABLE DRESS CODE FOR EMPLOYEES

- 7.1 In keeping with the Department's desire to present a positive and professional appearance of employees, certain type of clothing is unacceptable at all times. Examples of prohibited clothing include, but not limited to the following:
- a) Dresses, shorts or skirts where the length is shorter than four centimeters above the knee,
  - b) Revealing (see through) blouse, shirt or dress,
  - c) Halter neck or boob tube tops or dresses,
  - d) Items of clothing with low cleavages,
  - e) Leggings, jeggings, jeans, tracksuits, half trousers for men and clothing with foul languages or obscene images.

- f) Barefeet, slip-slops, takkies, sneakers, sandals for men (unless for medical reasons),

## **8. ACCEPTABLE DRESS CODE FOR ALL EMPLOYEES**

- a) Employees must ensure that a presentable dress code is adhered to at all times.
- b) Care for hair is equally important for both male and female, hairstyle must be neat.
- c) Jeans may be worn with corporate wear (with departmental logo) and national/provincial sports shirts on Fridays, except when an employee will engage in meetings with clients.

### **8.1 ACCEPTABLE DRESS CODE FOR MALES**

- a) Golf shirt with fixed collar (short or long sleeves),
- b) A formal or smart casual trouser,
- c) A formal shirt,
- d) Tie (optional),
- e) Sweaters with collared shirt underneath,
- f) Blazers.
- g) Closed shoes

### **8.2 ACCEPTABLE DRESS CODE FOR FEMALES**

- a) Formal suit, dress, blouse, skirt, trouser,
- b) Smart casual wear,
- c) Sweaters with shirts underneath,
- h) A golf shirt (short or long sleeves),
- d) Sandals and closed shoes.

## 9. ROLES AND RESPONSIBILITIES

### 9.1 Supervisors must:

- a) Set the example for professional appearance in the workplace.
- b) Communicate the departmental standard of dress to all employees.
- c) Enforce this policy to accomplish a professional appearance in the workplace.

### 9.2. Employees must:

- a) Always strive to project a professional image while at work, meeting with clients and in the public eye.
- b) Be conservative when selecting work attire and appearance for the workplace.
- c) Comply with the provisions of this policy.

## 10. BREACH OF POLICY

Employees who consistently abuse these guidelines may be dealt with under the department's disciplinary procedures, therefore the dress code must be adhered to at all times.

## 11. COMMUNICATION

The **Directorate: Human Resources** is responsible for communicating this policy to all employees within the department.

## 12. MONITORING AND EVALUATION

The **Directorate: Human Resources** is responsible for the development and ongoing monitoring thereof. Any inputs and amendments to this policy must be directed to the **Director: Human Resources**.