

# VHEMBE DISTRICT MUNICIPALITY



## DRESS CODE POLICY

## **1. PREAMBLE**

The dress code policy of the Vhembe District Municipality aims to:

- Establish a formal dress code consistent with our grand vision and mission statement.
- Enable our employees to project the professional and corporate image that is in keeping or commensurate with the needs of our clients and customers to trust us.

## **2. A FORMAL, PROFESSIONAL DRESS CODE**

Our industry requires the appearance of trusted business professionals and we serve clients at our site on a daily basis, a more formal dress code is necessary for our employees. We must project the image of a trustworthy, knowledgeable business professional for the clients who seek our guidance, input, and professional services.

## **3. FORMAL DRESS CODE GUIDELINES**

In a formal business environment, the standard of dressing for men and women is a suit, a jacket and pants or a skirt, or a dress paired with appropriate accessories.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

#### **4. DRESS DOWN DAYS**

Certain days can be declared dress down days, generally Fridays. On these days, [business casual clothing](#), although never clothing potentially offensive to others, is allowed. Clothing that has the company logo is encouraged. Sports teams and fashion brand names on clothing are generally acceptable. You might want to keep a jacket in your office for the days when a client unexpectedly appears on a dress down day, especially if the client is wearing a suit.

#### **5. FORMAL BUSINESS ATTIRE RECOMMENDATIONS**

This is an overview of appropriate formal business attire. The lists tell you what is generally acceptable as formal business attire and what is generally not acceptable as formal business attire.

No dress code can cover all contingencies so employees must apply a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional formal business attire for work, please ask your Human Resources staff at Corporate Services.

#### **6. SLACKS, PANTS, AND SUIT PANTS**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal. This includes jeans, sweatpants, exercise pants, Bermuda shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.

## **7. SKIRTS, DRESSES, AND SKIRTED SUITS**

Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

## **8. SHIRTS, TOPS, BLOUSES, AND JACKETS**

Shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire for work if they contribute to the appearance of formal, professional dress. Most suit jackets or sport coats are also desirable attire for the office. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; sweatshirts; and t-shirts.

## **9. SHOES AND FOOTWEAR**

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Inability to wearing stockings or socks is inappropriate. Athletic shoes, tennis shoes, thongs, flip-flops, slippers, and any casual shoe with an open toe are not acceptable in the office.

## **10. ACCESSORIES AND JEWELLERY**

Tasteful, professional ties, scarves, belts, and jewellery are encouraged. Jewellery should be worn in good taste, with limited visible body piercing.

## **11. MAKEUP, PERFUME, AND COLOGNE**

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

## **12. HATS AND HEAD COVERING**

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed.

## **13. CONCLUSION**

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offence. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.