

“ The City of Heritage ”



ULUNDI LOCAL MUNICIPALITY

**POLICY ON DRESS CODE, UNIFORMS AND PROTECTIVE
CLOTHING**

1. Policy

Uniforms and protective clothing shall be issued in terms of Municipality policy and the schedule for such issuing shall be approved by the Head of Department and amended from time to time.

Staff not provided with uniforms and/or protective clothing will be expected to dress suitably for the environment in which they are executing their daily tasks.

2. Dress Code

Suitable dress will be regarded as clothing that is universally acceptable by the majority of people working in the particular environment. Provided that from Monday to Thursday only formal wear is permissible and on Fridays only leisurewear suitable for unexpected formal meeting is permissible.

Male employees are expected to wear a tie or any other formal wear, while it is generally expected of female employees to dress formally, smartly and in a manner that anticipates contact with Amakhosi and the rural community.

Staff that are in contact with the general public as part of their normal duties are expected to wear attire that is not regarded as leisurewear as well as clothing that might be construed as provocative to the opposite sex.

Staff attending meetings of Council or any of its Committees and/or attending meetings anywhere on behalf of the Council are strictly expected to dress formally.

Staff should refrain from wearing clothing that could be regarded as sexually provocative by the opposite sex.

3. Replacement of an official's private equipment and/or items of clothing: *ex gratia* allocation (tools excluded)

An employee may claim for the replacement of his/her private equipment and/or items of clothing, which might be damaged in the execution of his/her official duties, which claim shall be considered on merit and approved by the Municipal Manager, subject to the availability of funds.

Ex gratia payments include payments for monetary losses to a maximum amount of R500, 00, in the event of an employee physically being robbed

in person while he/she is executing his/her official duties during official working hours.

Each claim by an employee must include the following:

- A formal affidavit including a police case number from the employee stating the cause of the damage and confirming that he/she was performing official duties;
- A report from the supervisor and attestation by the Departmental Head confirming that the employee was involved in official duties at the time the damage occurred; and
- An official quotation for the repair/ mending/ replacement of the damaged item(s).

Compensation will only be granted under extra ordinary circumstances.

4. ALLOCATION OF PROTECTIVE CLOTHING TO CASUAL WORKERS / RELIEF STAFF

- 4.1 That all Relief Staff members be issued with the Protective Clothing, bearing the Council Logo, on the first day or alternatively within the first week of appointment , in line with Occupational Health and Safety Act.
- 4.2. That all Relief Staff members to be made to sign for the Protective Clothing received by him or her.
- 4.3. That all Relief Staff members to be made to wear the Council Protective Clothing at all the time, when they are on duty.
- 4.4. That wearing of Council Protective Clothing, more especially bearing Council Logo, whilst the employee is not on duty or perform Council activities, be totally disallowed and be dealt with in line with the Collective Agreement on Disciplinary Hearing.
- 4.5. That on the termination of service, all Relief Staff members be made to return all Protective Clothing which were issued by the Council, at least within five days prior the expiry or end of employment contract, in order to allow Departments to report to the Department of Finance, so that the cost incurred by the employer whilst purchasing the Protective Clothing, be deducted on the employee on last salary payment.
- 4.6. That the employees retaining Council Protective Clothing be made to sign off, for the Council Protective Clothing that was issued to them.

- 4.7. That the returned Protective Clothing, which is still in good condition, be re-issued to newly appointed Relief Staff members , whilst the Council is awaiting for the newly purchased Protective Clothing, and the above mentioned procedure in receiving the Protecting Clothing , be adhered to.
- 4.8. That all Protective Clothing, not returned by absconded Relief Staff members, be reported to the Department of Finance , within a reasonable period or prior the payment of final salary for the employee in question, so that the cost incurred could be recovered accordingly.