DRESS CODE POLICY

Version control

Version	:	**02**
Publishing Date	:	**March 2021**
Review Date	:	**No sooner than 18 Months and no later than 3 years after the publishing date**
Responsible Manager	:	**Director for Corporate Services**
Recommended	:	**Mr Crouch** — **31 March 2021 Date**
Approved by Head of Department:		**31 March 2021 Date**

Contents

1. POLICY AIM

The aim of the policy is to ensure that Department Transport, Safety and Liaison employees are, during official hours, dressed in a manner that enhances the reputation of the department.

2. POLICY SCOPE

This policy applies to all employees of Department Transport, Safety and Liaison excluding Traffic Officers who are required to perform their duties in full uniform.

3. LEGISLATIVE FRAMEWORK

Public Service Regulations, 2016

4. POLICY STATEMENT

It is the policy of the Department Transport Safety and Liaison.

4.1. All employees shall dress neatly, decently and respectfully at all times whilst on official duty.

4.2. All employees shall only wear departmental branded t-shirts on Friday's and on days when there is a special departmental programme.

4.3. That apparel bearing the branding of a political or union affiliation MAY NOT be worn under any circumstances during official hours of work.

5. ROLES AND RESPONSIBILITIES

5.1. All Male Employees

5.1.1. Must wear long pants and a shirt preferably with a tie. However, if a tie is not worn the statement still applies to long pants and a shirt. The shirt may not be unbuttoned such that it reveals the chest during official working hours.

5.1.2. May wear golf shirts that are completely buttoned.

5.1.3. May wear polo-neck jerseys to work

5.1.4. Sneakers, soccer boots, open shoes and slippers (including slip-shoes) will not be allowed.

5.2. All female employees:

5.2.1. Must wear a dress, long pants or a skirt with a top that does not reveal her stomach.

5.2.2. Must not wear shoulder less blouses and dresses and spaghetti – type tops should be worn with a matching jacket, jersey or blouse.

5.2.3. Must not wear clothing that is see through.

5.2.4. Must not wear sneakers and slippers (other than slip in shoes)

5.2.5. May Wear traditional or religious head gear during office hours.

5.2.6. Must not wear short skirts.

5.2.7. A pregnant employee may wear appropriate maternity wear. Other arrangements may be made on the basis of medical conditions.

5.2.8. All pieces of clothing must be worn in such a manner that the waist and stomach not be exposed.

5.3. **General**

5.3.1. Fridays will be deemed as a casual day. However, caution should be exercised when attending meetings.

5.3.2. On a Friday and employee may wear a T-shirt and appropriate jeans, shoes and neat sneakers. The wearing of casual clothes on Friday's should not translate into casual attitude or playful behavior.

5.3.3. At the end of the year party, employees may wear T-shirt, caps, long pants, shorts or jeans with shoes, sneakers or sandals.

5.3.4. Tracksuits will not be allowed except to occasions referred to in paragraph 5.3.2.

5.3.5. Caps will not be worn in the offices except on occasions referred to in paragraph 5.3.2

5.3.6. Short pants will not be allowed during official hours.

5.3.7. Torn t-shirts and jeans with holes in them are not allowed.

5.3.8. Soccer boots, slippers and very short pants are not allowed.

5.3.9. T- shirt with vulgar or violence-loaded inscriptions are not allowed.

6. REVIEW AND DISTRIBUTION

6.1. The Senior Manager for Corporate Service is responsible for this policy and for ensuring that it is reviewed and updated.

6.2. This policy will be reviewed no sooner than 18 months but not later than 3 years after the last publication date. If necessary, an update version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).

6.3. The Senior Manager for Policy and Planning will distribute version to:

- Member of Executive Council
- Head of Department
- All Senior Managers who will in return distribute to their staff as appropriate