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Department:
Environment & Nature Conservation
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

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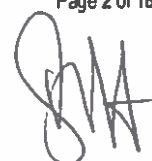
DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

**POLICY ON UNIFORMS AND PROTECTIVE CLOTHING
09 JUNE 2014
HUMAN RESOURCE MANAGEMENT
VERSION 02**

"A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH OUR NATURAL RESOURCES"

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1. CONCEPTUAL BACKGROUND

1.1 INTRODUCTION

In terms of the Public Service Co-ordinating Bargaining Council Resolution 3 of 1999 and the Public Service Regulations 2001, as amended, departments were given the mandate to develop policies and programmes which would enhance their managerial actions especially in respect of their human resource matters. The effect of the aforementioned is that departments are capacitated to develop their own policies and guidelines which will suit their needs, and with this added advantage those departments have greater autonomy in the day-to-day management of their human resource matters.

It can also be mentioned that in 1999, the then Director General for the province indicated that it was necessary to develop universal policies for the province, especially in those areas which are considered transversal. Although the then Director General had the intention to develop provincial policies for transversal issues, such intentions never materialized. For this reason, departments are still dependent on themselves to develop even those transversal policies until such time that provincial policies are developed.

DEFINITIONS

Uniform:

Specific dress aimed at distinguishing a certain occupational class from the remainder of the work force.

Protective clothing:

Clothing which is issued to employees whose duties are of such a nature that protective gear is required by the Occupational Health and Safety Act, 1993.

1.2 LEGISLATIVE REQUIREMENTS

- **Occupational Health and Safety Act (No. 85 of 1993)**
- **Labour Relations Act (No 66 of 1995)**
- **Public Service Regulations 2001**
- **Public Service Co-ordinating Bargaining Council (Resolution 3 of 1999)**



2. POLICY STATEMENT AND APPLICATION SCOPE

2.1 POLICY STATEMENT

The purpose of the Policy is to standardise the issuing of uniforms and protective clothing and provide guidelines to the Department of Environment and Nature Conservation on issues relating to uniforms and protective clothing.

2.1.1 PRINCIPLES

- Uniforms must initially be issued according to the quantities stipulated in this policy, subject to the availability of funds;
- Uniforms may only be issued to permanent staff and student Nature Conservators appointed to a post, for a period of at least one year;
- A person employed in a specific post is authorised to wear the official uniform as specified for that post;
- All issued uniforms and protective clothing must be accounted for;
- Enforcement of this policy is applicable to all authorised parties;
- This policy must be accessible to all employees; and
- There should be fair implementation of this policy throughout the Department.

2.1.2 INITIAL ISSUE

Every employee shall be provided with:

- (a) Uniform, if it is necessary and, in the interest of the State, provided that the nature of a person's work be associated with a distinctive uniform and that he/she be identified thereby; and
- (b) Protective clothing where its use is prescribed or when in the opinion of the employer, it is necessary in the performance of a person's official duty.

I. Uniforms:

- (a) The issuing of uniforms must be for the purpose, which it is intended for.
- (b) The Head of Department or his/her delegated authority must timeously determine the specifications and the basis of issuing provided that:
 - * It must be financially accounted for; and
 - * The employer shall not accept any responsibility with regards to carelessness, willful damage or neglect which can be ascribed to the employees' own doing, except bona-fide accidents
 - * An official that qualifies for a uniform shall be issued with 2 (two) uniforms per year as agreed upon within the relevant Directorate and with due regard to the availability of funds.



II. Protective Clothing:

- (a) The issuing of protective clothing must be accounted for and the purpose must be clearly indicated.
- (b) Protective clothing is issued:-
 - To comply with the explicit provisions of legislation or regulations of industrial or affiliated agreements (for example in cases of workshop, engineering personnel etc);
 - To safeguard the employee's health and safety;
 - To prevent the employee from transmitting infection from another person, animals, or contaminated food;
 - To safeguard the employee from injury as a result of uncontrolled release of any substance/object under pressure; and
 - To protect the employee's private clothing or uniform from excessive pollution or damage (e.g. mandatory contractors as well as inspectors at workshops or sites).
- (c) Protective clothing can also be issued in specific circumstances provided it is authorized by the specific person to whom authority is delegated:-
 - In the case of lower remunerative employee's whose private dress does not meet the acceptable standards of their duties;
 - Who have direct access to the public; and
 - Who needs to meet these acceptable standards.
- (d) The Head of Department or his/her delegated authority must from time to time determine the specifications (*see Annexure C*) and the basis of issuing uniforms provided that:
 - Where applicable, it complies with the prescribed legislation,
 - regulations or other prescribed requirements;
 - It must be accounted for; and
 - The employer shall not accept any responsibility with regard to carelessness, willful damage or neglect, which is caused by the employee's own doing.
 - In cases where excessive wear for example in protected areas and the hunting unit, when normal clothes are torn by thorn bushes.

III. Measures:

(a) Uniforms

- * The wearing of uniforms by individual employees, where it is approved for an occupational class, rank or grouping, is enforced by the employer.
- * When an officer or employee to whom a uniform has been issued during the preceding twelve (12) months, resigns or is discharged as a result of his/her own doing, such a person is responsible for the payment of an amount to the employer, determined according to the following formula:

$$\frac{M}{T} \times \frac{R}{1}$$

M = the total remaining months of the normal duration time determined for the uniform or parts thereof

T = equals the normal duration time that was prescribed for the uniform or parts thereof.

R = the purchase price of the issued uniform or parts thereof.

From the above-mentioned it follows that employees to whom a uniform or parts thereof have been issued for twelve (12) months or more, no repayment is required.

- * An employee should wear his/her uniform at all times when performing official duties, as far as it is practically possible.
- * An employee is responsible for the payment of a uniform as a result of willful damage or neglect and is responsible for costs of repairs at the time of issuing, the relevant items must be specified and the employee must be notified in writing thereof. The recovering thereof will not be negotiable. The employee shall in these cases be held responsible for the replacement or pro rata costs thereof.

IV. DRESS CODE:

(a) Misconduct

If an employee whose work requires that he or she should wear a uniform or protective clothing fails to do so, he/she can be charged with misconduct. The supervisor must see to it that this code is adhered to by all personnel who must comply with the provisions of the Act and Public Service Coordinating Bargaining Council (PSCBC) Resolution No. 3 of 1999.



(b) Criteria for issuing uniforms and protective clothing

- * Employees that do not qualify in terms of the policy must also be able to apply through the approval of the Heads of Directorate, provided they perform 40% to 50% or more fieldwork and working under conditions where their own clothes can be ruined. Three or more criteria must be laid down, and the officials must comply with at least two or more and ordering should be for a two-year contract.
- * Temporary workers (Seasonal workers) are also included if their job requires them to wear uniforms or protective clothing, therefore respective Provisioning Services should make provision for budgetary purposes.
- * Regarding boots and shoes, an employee will be issued with two (2) pairs on the first issue and thereafter only one (1) pair per year. Those officers who don't want to wear the purchased boots or shoes must produce a Specialist Medical Report to the Head of Directorate. The normal Medical certificate issued by a general medical practitioner is not acceptable.
- * With reference to shirts and pants, as part of the uniform/protective wear an employee can use his/her own discretion to choose between short/long sleeves, but quantity must not exceed total number required.
- * To qualify for protective clothing an officer or employee should spend at least 30% of his/her time in specific weather conditions or dangerous circumstances requiring the clothing (*see Annexure A*).

2.1.3 **REPLACEMENTS / SUBSEQUENT ISSUES**

The HOD will determine an annual amount based on the prescribed replacement period, according to which personnel may order uniforms or protective clothing.

Personnel may only order replacement uniforms or protective clothing depending on their requirements. For example:

- Where it can be shown that an item of uniform has been damaged during the course of duty, section heads may motivate the replacement or repair of such an item.
- However, if it is indicated that an item of uniform was damaged due to an employee's willful or negligent action, his / her disregard of instructions or failure to protect his / her uniform by using protective clothing, s/he can be instructed by the relevant supervisor to repair or replace such an item at own cost.

2.2 **APPLICATION SCOPE**

This policy is applicable to all staff of the Department of Environment and Nature Conservation who are required to wear uniforms or protective clothing in terms of the relevant rules, regulations and legislation.

3. POLICY FRAMEWORK

3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

This policy document was distributed to staff members within the department and their feedback and inputs are included where changes were suggested and motivated. Information sessions were also held as part of the consultation process. The recognized Labour Unions are not excluded in the process as they do have shop stewards within the department, and them being part of the departmental staff, thus had the opportunity to participate in the process. Furthermore, it needs to be mentioned that the department cannot negotiate with the Unions (Organized Labour) as a separate entity on this policy. Especially, because there are matters of mutual interests that must be dealt with in the formal structures created for this purpose, such as the Provincial Bargaining Council.

3.2 TIMEFRAMES

In August 2007 a draft of this policy was reviewed by the departmental legal services and policy unit who submitted their comments on the policy. After incorporating those comments a second draft was sent to the policy and planning unit on the 14-18 February 2008 to align and re-check the policy. 02- 14 April 2008, the policy unit used the soft copies of this policy to align it with the provincial template. The review of this policy has been conducted since October 2013, and all inputs from line functions were incorporated in June 2014.

3.3 IMPLEMENTATION STRATEGY

This policy will be implemented through the corporate services. However each directorate will be expected to evaluate each individual within their unit's claim for protective clothing.

It is the responsibility of each Head of department to ensure that this policy is carefully followed within the department. All managers should make members of their employees aware of the obligation to familiarize themselves with and follow this policy.

An implementation plan will be drafted which will outline how and when this policy will be implemented. The plan will be drafted two months after the implementation date of this policy. In order to ensure adequate implementation of this policy the human resource unit will compile an infrastructure investment (in terms of human capital) and policy management plan. The plan will be updated on an annual basis and will contain details on future guidelines for this policy. The financial implications if any will be indicated on the plan in order to ensure that funds are available or availed.

The implementation plan is subjected to the following:

The implementation date for this policy is 01 August 2014

3.4 FINANCIAL IMPLICATIONS

Budget:

- The respective Directorates will be responsible for budgetary provisions with assistance by SABS (South African Bureau Standards) for the cost compiling specifications.
- The following are the occupational classes that are not recommended for Uniforms or protective clothing: General Administrative Office Workers, Clerical Personnel, and Secretaries, etc.

3.5 COMMUNICATION

This policy should be communicated through the respective directorates. However, the most important unit to contact would be Human Resources.

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

The responsibility to determine the issue of uniform and protective clothing lies with the Head of the Department, subject to the availability of voted funds (*see Annexure A*). However, the Head of Department may delegate such powers to Senior Managers.

Senior Managers and supervisors will be held responsible to maintain that at all times employees wear their uniforms or protective clothing, and that it is in good condition. However, each individual employee will be liable in the maintenance of their own uniform and protective clothing. Employees have to report any issues relating to their clothing to their immediate supervisor.

The Head of Department, Director, Deputy Directors and Assistant Managers may restrict the issue of any uniform item for a particular post when it is clear that the incumbent will not require specific items during the course of his / her duty.

3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/ or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

The exception, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

3.8 POLICY IMPACT

The desired plan is that the policy



3.9 INTERIM MEASURES

This is a version 02 document for this Department until such time that a provincial policy has been developed.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by several vertical strokes.

ANNEXURE A

CATEGORY OF UNIFORMS

The Department of Environment and Nature Conservation has divided their uniforms into Five (5) categories. These are A, B, C, D and E and the officials authorised to wear them are outline:

Uniform A, B, C

MEC

Deputy Director General

Chief Director

Director

Deputy Director

Assistant Director

Control Nature Conservator

Uniform B, C and D

Green Scorpions

Nature Conservation Scientist

Nature Conservator - All Ranks

Environmental officers – All Ranks

Gate Guard - Only when doing gate duty

Game Guard - Only when doing game guard duty

Trainee / Students appointed to a post

Uniform D

Nature Conservation - General Foreman, General Worker I and II and Cleaner I and II

Uniform E

Tourism and Administrative Personnel

UNIFORM STANDARDS AND BASIS OF ISSUE AND REPLACEMENT

Four uniform standards are set as detailed below and must be worn in the correct combination and all clothing is that which is officially issued, except items indicated otherwise.

"A" Uniform – Step out Issue

MALE STAFF	INITIAL ISSUE	REPLACEMENTS
<u>Navy</u> Blazer- Official with embroidered logo	1 When necessary	1 When necessary
<u>Navy</u> Tie – Official with embroidered logo	1 When necessary	1 When necessary
Departmental Name badge	1 When necessary	1 When necessary
FEMALE STAFF		
<u>Navy</u> Blazer – Official with embroidered logo	1 When necessary	1 When necessary
<u>Navy</u> Scarf – Official	1 When necessary	1 When necessary
Departmental Name badge	1 When necessary	1 When necessary



" B " Uniform – Normal Issue

MALE STAFF	INITIAL ISSUE	REPLACEMENTS
Departmental Name badge	1	1When necessary
Shirt – Long or Short sleeve – open neck	5	5 Every 3 years
Trousers – Long – Short	5	5 Every 3 years
Belt – Leather	1	1 Every 3 years
Stockings or Socks	5 pairs	5 pairs Every 3 years
Footwear – Approved - Shoes – Leather – Brown	1 pair	1 pair Every 1 years
Footwear – Approved – Boots – Leather – Brown	1 pair	1 pair Every 2 years
Hat – Green	1	1 Every 3 years
Jersey – Green with logo	1	1 Every 3 years
Parka / Bush Jacket	1	1 Every 3 years
Raincoat – Jacket – Dark Green – "Drimac"	1	1 Every 3 Years
FEMALE STAFF	INITIAL ISSUE	INITIAL ISSUE
Departmental Name badge	1	1When necessary
Shirt – Long or Short sleeve shirt – open neck	5	5 Every 3 years
Trousers – Long – Short	5	5 Every 3 years
Belt – Leather	1	1 Every 3 years
Socks – for use with trousers	5 pairs	5 pairs Every 3 years
Footwear – Approved - Shoes – Leather – Brown	1 pair	1 pair Every 1 years
Footwear – Approved Boots – Leather – Brown	1 pair	1 pair Every 2 years
Hat – Green	1	1 Every 3 years
Jersey – Green with logo	1	1 Every 3 years
Parka / Bush Jacket	1	1 Every 3 years
Raincoat – Jacket – Dark Green – "Drimac"	1	1 Every 3 Years

" C " Uniform – Standard Protective Clothing – Personnel issued with uniform

MALE AND FEMALE STAFF	INITIAL ISSUE	REPLACEMENTS
Trousers - Combat – Green	2	1 Every year
T- Shirt – Green	2	2 Every year
"		


" D " Uniform – Standard Protective Clothing – Where no uniform is issued

MALE&FEMALE-FOREMAN / LABOURER	INITIAL ISSUE	REPLACEMENTS
Departmental Name badge	1 When necessary	1 When necessary
Overall – Two Piece - Khaki	3	3 Every year
T- Shirt – Green	3	3 Every year
Socks	5 pairs	3 pairs Every year
Footwear – Approved Boots – Leather – Brown	1 pair	1 pair Every year
Hat – Bush – Green	1	1 Every year
Jersey – Green without logo	1	1 Every 2 years
Raincoat - 2 Piece – Dark Green	1 When necessary	1 When necessary

FEMALE- Cleaners only		
Departmental Name badge	1 When necessary	1 When necessary
Head cloth – green	1	1 Every year
Dust coats – green	3	3 Every year
T- Shirt – Green	3	3 Every year
Socks	5	3 pairs Every year
Footwear – Leather – Brown	1	1 pair Every year
Jersey – Green without logo	1	1 Every 2 years
Raincoat - 2 Piece – Dark Green	1 When necessary	1 When necessary

"E " Uniform – Office Dress Issue

MALE	INITIAL ISSUE	REPLACEMENTS
Departmental Name badge	1	1When necessary
Shirt – Long or Short sleeve – open neck	5	5 Every 3 years
Trousers – Long – Short	5	5 Every 3 years
Belt – Leather	1	1 Every 3 years
Stockings or Socks	5 pairs	5 pairs Every 3 years
Footwear – Approved - Shoes – Leather – Brown	1 pair	1 pair Every 1 years
Jersey – Green with logo	1	1 Every 3 years
FEMALE STAFF	INITIAL ISSUE	REPLACEMENTS
Departmental Name badge	1	1When necessary
Blouse – without collar - Long or Short sleeve	5	5 Every 3 years
Skirt Pencil / Trousers Long	5	5 Every 3 years
Stockings	Own Account	Own account
" Footwear – Approved - Shoes – Leather – Brown	2 pairs	1 pair every year
Jersey – Green with logo	1	1 Every 3 years
" Jacket –Long or Short sleeve	3	3 Every 3 years



ANNEXURE B

SPECIFICATION FOR PROTECTIVE CLOTHING PER PROGRAMME

Hunting Unit:

Specifications for protective clothing:

Boots	: Hiking -full leather- Dark brown-soft rubber sole (personal selection according to comfort) (x2)
Socks	: Hiking Thick/ dark Olive green (x5)
Trousers	: Camo/ Dark olive green-6 pockets-zip off bottom (x3)
T-shirt	: Camo/ dark olive green-2 pockets- padded shoulder for hunting (x3)
Jacket	: Camo/ dark olive green- padded- 3 in 1 (x1)
Top	: Camo/ dark olive green (x1)

Compliance and Enforcement:

Specifications for protective clothing:

See attached pictures. Colour: Olive green.

Reserve staff:



ANNEXURE C

DESCRIPTION OF PROTECTIVE WEAR TO BE ISSUED ACCORDING TO RANK

Detailed item specifications for procurement processes are provided in **Annexure A**.

Rank: Reserve Managers (inclusive of Assistant Managers)

A-Category

Item	Protective clothing description	No.
1	Two- tone (olive green- khaki) S/Sleeve shirt with embroidered logo left hand-side pocket #	2
2	Olive green jersey with embroidered logo on left hand side – replaced tri-annually	1
3	Khaki-green padded jacket - replaced tri-annually.	1
4	Khaki chino long trousers #	2
5	Khaki shorts – Bermuda #	2
6	Broad brown leather belt (40mm)	1
7	Khaki socks (short) #	4
8	Khaki socks (long) #	2
9	Leather all weather hiking boots replaced bi-annually	2

Reserve managers will also be issued with one field ranger (Category B1 & D) and general maintenance protective clothing suit to cater for different working environments which may necessitate additional protective clothing. This additional protective wear will be issued once off and replaced tri-annually or as required with supporting documentation.

Rank: Field Ranger B1-Category

Item	Protective clothing description	No.
1	Olive green S/Sleeve shirt with provision for epaulettes #	2
2	Olive green combat trouser #	2
3	Olive green shorts – Bermuda	2
4	Olive green bush hat #	2
4	Olive green beany	1
6	Olive green two-piece rain coat	1
7	Olive green canvas belt	1
8	Olive green jersey V Neck L/Sleeve with provision for Epaulettes - replaced tri-annually	1
9	Padded bush jacket (Parca) – replaced tri-annually	1
10	Epaulettes (per pair) #	2
11	Olive green two-piece overall with provision for epaulettes	1
12	Olive green T-shirt #	2
13	Olive green long socks #	4
14	Olive green short socks #	4
15	Olive green gaiters (per pair)	2
16	Leather all weather hiking boots – replaced annually	2

* Epaulettes will be olive green with the 'halve mens' logo embroidered in the centre of each. Wording (in gold) on each will include Northern Cape at the top and Nature Conservation at the bottom of each epaulette. Wording will be both in English and Afrikaans. Therefore an epaulette set will include one epaulette in English and the other in Afrikaans. Epaulettes will only be issued to reserve managers and field rangers.

** The nature of a field ranger's job description (i.e. continuous field patrols – continuous wear and tear on shoes will necessitate that their boots be replaced annually).

Rank: Gate Guards B2- Category

Item	Protective clothing description	No.
1	Olive green S/sleeve shirt with logo embroidered above left pocket #	2
2	Olive green combat trouser #	2
3	Khaki two tone two-piece overall with logo	1
4	Olive green jersey V Neck L/Sleeve with logo on left side – replaced tri-annually.	1
5	Padded khaki green jacket – wind breaker – replaced tri-annually	1
6	Olive green bush hat #	1
7	Olive green beany	1
8	Olive green two-piece rain coat	1
9	Olive green canvas belt	1
10	Olive green long socks #	3
11	Olive green short socks #	4
12	Olive green gaiters (per pair)	1
13	Leather all weather hiking boots – replaced bi-annually	1

Rank: Administrative Personnel C-Category

Item	Protective clothing description	No.
1	S/sleeve open-neck two tone khaki-olive green shirt with logo embroidered on left side #	2
2	Olive green jersey with logo embroidered on left side	1
3	Olive green padded jacket with logo embroidered on left hand site – (Parca) – replaced tri-annually	1
4	Olive green beany	1
5	Khaki trousers #	2
6	Broad brown leather belt (40 mm width)	1
7	Khaki short socks #	3
8	Brown leather slightly heeled shoe replaced bi-annually	1

Rank: Administrative Personnel - Cleaners C-Category

Item	Protective clothing description	No.
1	Olive green jersey with logo embroidered on left side #	1
2	Khaki-green T-Shirt #	2
3	Olive green padded jacket with logo embroidered on left hand site – wind breaker – replaced tri-annually	1
4	Khaki green dust coat #	1
5	Olive green beany	1
6	General domestic worker Khaki – green outfit #	2
7	Khaki short socks #	3
8	Brown leather slightly heeled shoe replaced bi-annually	1

Rank: Technical Staff D-Category

Item	Protective clothing description	No.
1	Khaki (two-tone) two-piece overall with embroidered logo above left Pocket #	2
2	Khaki T-Shirt #	3
3	Olive green V-neck jersey L/Sleeve – replaced tri-annually	1
4	Padded khaki green jacket – wind breaker replaced tri-annually	1
5	Olive green bush hat #	1
6	Olive green beany	1
7	Olive green two-piece rain coat	1
8	Khaki short socks #	5
9	Safety boots with steel caps – replaced bi-annually	1

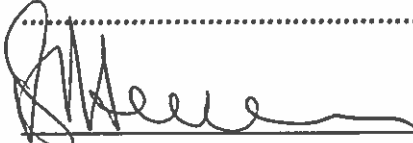


4. ADOPTION OF POLICY

Approved / ~~Not Approved~~

Comments:

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D VAN HEERDEN
HEAD OF DEPARTMENT

DATE

