



the denc

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

CORPORATE SERVICES

08 October 2011

FINAL VERSION

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



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VERSION 2

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1. CONCEPTUAL BACKGROUND

DEPARTMENTAL POLICY GUIDELINE: POLICY ON UNIFORMS AND PROTECTIVE CLOTHING

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.

1.1 PREAMBLE

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

1.3 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 PRINCIPLES

- There should be fair implementation of this Policy throughout the organisation;
- All uniforms and protective clothing must be accounted for;
- Enforcement of the Policy should be applicable to all relevant parties; and
- The policy must be accessible to all employees.

2.2 POLICY PROVISIONS

I. Provisions:

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;
- (c) The following are the occupational classes that are not recommended for Uniforms or protective clothing: General Administrative Office Workers, Clerical Personnel, and Secretaries (etc), refer to **Annexure A**

II. 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.

III. 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 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.

IV. 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 the pro rata costs thereof.

V. 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

- * 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.
- * 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.

2.2 APPLICATION SCOPE

This policy will apply to all officials 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 annexure on uniforms was analysed and drafted on the 27 August 2008 and revised on the 5 June 2009. The policy development unit analysed this policy on the 08 March 2011.

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 date for this policy is 1 November 2011

3.4 FINANCIAL IMPLICATIONS

The respective Directorates will be responsible for budgetary provisions with assistance by SABS (South African Bureau Standards) for the cost compiling specifications.



3.5 COMMUNICATION

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

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

DELEGATION

The responsibility to determine the issue of uniform and protective clothing lies with the Head of the Department.

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

This policy desires to standardise the issuing of uniforms and protective clothing and provide guidelines to the Department of Tourism, Environment and Conservation on issues relating to uniforms and protective clothing. It wishes to stress the importance of employee safety and well being by promoting the practice of safety first in precarious situations which can endanger their lives.

Furthermore, it desires to regulate a corporate culture and identity during exhibitions held by this Department.

3.9 INTERIM MEASURES

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



"This policy amendment has been issued on the authority of
The Northern Cape Department of Environment and Nature Conservation"

It will not replace any text but will rather be an addition to the uniform and protective clothing policy
version 1, r003.

1 PREAMBLE

The success of Departmental exhibitions is determined in part by establishing and maintaining a consistent, identifiable and professional image of quality care and service.

Uniforms are provided by the Department, in accordance with the Collective Agreement, to aid in achieving this objective as well as to protect and assist staff in conducting their assigned duties.

While on exhibitions, staff are to wear properly maintained Department- provided uniforms, to observe other dress standards, and to observe good habits of personal hygiene.

Questions about or guidance required regarding uniforms, other dress code or grooming standards should be directed to an employee's immediate supervisor.

2 POLICY

2.1 Definition of Exhibition clothing

The following items are deemed to be part of the exhibition uniforms:

- T-shirt
- pants
- shorts
- tracksuit
- overalls
- ball caps

2.2 Ownership of clothing

Once issued to the employee, all exhibition uniform items will become the property of the employee and he/she will be responsible for the maintenance or replacement of the item. Employees are responsible for ensuring that their uniforms are clean, pressed and in good repair. Uniforms or replacement will be funded from a clothing budget from the directorate responsible for the exhibition.

2.3 Procurement of Uniforms

The directorates will budget R0.00 annually per bargaining unit member in order to fulfill the obligations of the Collective Agreement. Each unit will be able to use its budget allotment to ensure that it has sufficient uniform items to meet the requirements of this policy. If a unit requires more than R0.00 worth of uniform items in a fiscal year, then the directorate will be required to pay for the items themselves. Any funds not used by the unit will be used by the



Department to procure general safety or environmental clothing items. This policy will provide each employee with the opportunity to order any uniform items that they require in May of each year. The source of uniform items will be identified to employees so that they can procure uniform items themselves, if required at other times of the year.

2.4 Uniform Standards

Uniform standards will be determined by management after consultation with staff and will take into account factors such as professional appearance, identifiability, comfort, maintainability and durability. Standards will vary by work group based upon needs and expectations of the work to be performed.

Uniforms are to be worn as intended (i.e. shirts buttoned, smocks tied and not loose, shoe laces tied, etc.)

2.5 Other Dress Items

Identification tags are to be worn by personnel at all times when conducting departmental exhibitions. They are to be worn in a visible location on the uniform.

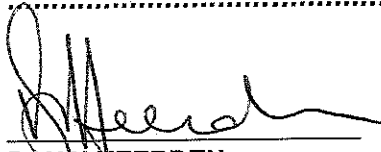
Only pins approved by the employee's supervisor may be affixed to the uniform. Pins likely to be approved include departmental service pins.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of the letters 'BA' followed by a flourish.

4. ADOPTION OF POLICY

Approved / ~~Not Approved~~
Comments:

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.....
.....



D VAN HEERDEN
HEAD OF DEPARTMENT

20111008
DATE



