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## DRESSCODE

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## PROTECTIVE CLOTHING POLICY

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## TABLE OF CONTENTS

<b>CONTENTS</b>	<b>PAGE</b>
<b>1. BACKGROUND.</b>	<b>3</b>
<b>2. OBJECTIVES OF THIS POLICY.</b>	<b>3</b>
<b>3. APPLICATION OF THE POLICY.</b>	<b>3</b>
<b>4. DRESS CODE.</b>	<b>3</b>
<b>5. ISSUING OF PROTECTIVE CLOTHING.</b>	<b>3-4</b>
<b>6. USAGE OF UNIFORM AND PROTECTIVE CLOTHING.</b>	<b>4</b>
<b>7. REPLACEMENT OF UNIFORM AND PROTECTIVE CLOTHING.</b>	<b>4</b>
<b>8. COMMENCEMENT OF THIS POLICY.</b>	<b>4</b>
<b>9. INTERPRETATION OF THIS POLICY.</b>	<b>4-5</b>
<b>10. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY.</b>	<b>5</b>
<b>11. AMENDMENT AND/OR ABOLITION OF THIS POLICY.</b>	<b>5</b>
<b>12. COMPLIANCE AND ENFORCEMENT.</b>	<b>5</b>

## **1. BACKGROUND**

The employees of the Harry Gwala Development Agency are a manifestation of the image and the integrity of the employer at all times. It is also one of the fundamental principles that employees should conduct themselves in a professional and in an ethical manner. This Policy is meant to guide the employees and the employer as to how they should be presentable in the most professional manner to those we are rendering our services to.

## **2. OBJECTIVES OF THIS POLICY**

- 2.1 To ensure that uniforms and protective clothing shall be issued in terms of Agency policy and the schedule of issuing clothing shall be approved by the Management and amended from time to time;
- 2.2 Ensure that the Agency's employees that are not provided with uniform and or protective clothing will dress suitably and professionally for the environment in which they are executing their daily tasks;
- 2.3 To ensure that the principles of good ethics within the workplace are implemented.

## **3. APPLICATION OF THE POLICY**

- 3.1 The policy shall apply to all HGDA employees irrespective of the nature of attachment to the Agency, as well as the EPWP employees assigned to the Agency.

## **4. DRESS CODE**

- 4.1 Suitable dress will be regarded as: clothing that is universally acceptable by the majority of people working in that particular environment.
- 4.2 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 or sport wear.
- 4.3 Staff attending meetings of the Board, EXCO, Council or any of its committees and/or attending meetings anywhere on behalf of the CEO are expected to dress in a formal attire.
- 4.4 Staff is expected to wear clothing that represents their profession, their departments and the face of the Agency.

## **5. ISSUING OF PROTECTIVE CLOTHING**

- 5.1 The Manager is the one responsible for the issuing of Uniforms and Protective clothing

5.2 Uniform and Protective clothing shall be issued out to those employees who are field workers and those who are eligible to get it

5.3 The employee will only be issued uniform and/ or Protective clothing once a year.

5.4 Each employee that is assigned with a Uniform or protective clothing shall sign for it when it is issued out.

## **6. USAGE OF UNIFORM AND PROTECTIVE CLOTHING**

6.1 The Uniform and the protective clothing is an Agency property for a period of one year.

6.2 It can only be used during working hours or when an employee is conducting his/her duties.

6.3 The employee shall not be allowed to wear his /her uniform or protective clothing after an hour after finishing official work.

## **7. REPLACEMENT OF UNIFORM AND PROTECTIVE CLOTHING**

7.1 An employee may claim for the replacement of his/ her uniform protective clothing, which might be damaged in the execution of his/her official duties or lost out of duty, which claim shall be considered on merit and approved by the CEO.

7.2 Each claim by an employee must include the following:

1. An affidavit from the employee stating the cause of the damage and confirming that he/she was executing his/her official duties
2. A report from the Manager confirming that the employee was involved in official duties at the time the damage occurred, with a signed affidavit accompanied by a copy of case number for lost uniform: and
3. An official quotation/invoice for the replacement of the damaged item(s).

## **8. COMMENCEMENT OF THIS POLICY**

8.1 This policy will come into effect on the date of adoption,

## **9. INTERPRETATION OF THIS POLICY**

9.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

9.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

9.3 The Office of the CEO shall give a final interpretation of this policy in case of a written

dispute.

- 9.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/or Arbitration

## **10. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

- 10.1 This policy may be partly or wholly waived or suspended by the CEO on a temporary or permanent basis after consultation with Management and Trade Unions.
- 10.2 Notwithstanding clause No.10.1 the CEO may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

## **11. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

- 11.1 This policy may be amended or repealed by the CEO after consultation with Management and Trade Unions.

## **12. COMPLIANCE AND ENFORCEMENT**

- 12.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 12.2 It will be the responsibility of all Managers, Supervisors, Executive Committee to enforce compliance with this policy.