



agriculture

Department of
Agriculture
FREE STATE PROVINCE

Enquiries: Mr R Claassen

Ref:

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HEAD OF COMPONENTS
ALL STAFF**

HUMAN RESOURCE CIRCULAR NO 1 OF 2010

DRESS CODE: DEPARTMENT OF AGRICULTURE

The above-mentioned circular is attached for your information. Kindly bring its contents to the attention of all staff.

HEAD OF DEPARTMENT: AGRICULTURE

DATE:

Private Bag X02, Bloemfontein, 9301

ABSA Building, 5th Floor, Room 517, Cnr Elizabeth Aliwal Streets, Bloemfontein

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PURPOSE

The purpose of this circular is to enable the employee's of the Department of Agriculture to project a positive, professional and corporate image, while experiencing the advantage of casual and relaxed clothing. Furthermore the circular serves as a guide while a proper policy is been developed for the Department.

DRESS CODE REQUIREMENTS

Department of Agriculture recognises that its employees act as representatives of the organisation and should therefore dress accordingly.

1. A positive, professional image is of utmost importance so as to uplift the vision and mission of the department which portrays a need to a day to day interaction with the customers, suppliers and the general public.

2. DoA recognises the fact that 'first Impression last' and there is no second chance to make a first impression, and the employee's appearance ultimately affect the credibility, reputation and the organizational presentation

Whilst it is appreciated that employees who deal with the public or customers should dress accordingly, it is recognised that those employees who work for example at farms, security or laboratory should wear clothing appropriate to the nature of their work (as stipulated in Health and Safety Regulations).

The DOA seriously considers restoring the Primary Effect (First Impression one make), to ensure the initial formative judgement, because a poor Primary Effect can be malicious to the image of the department as well as service delivery.

The department of Agriculture has adopted the 'Business Casual' dress as its highest standards of its dress code. - Casual dress is not uniform.

GENERAL PRINCIPLES

'Business Casual' means dressing professionally, looking relaxed yet neat.

Item	Smart	Casual	Inappropriate
Slacks Pants, and Suit Pants	Tailored or loose fitting slacks, trousers and suit pants. , Cargo and Capri pants.	Jeans	Form-fitting pants such as worn for biking or the gym, tracksuit pants, shorts which expose the thigh, overalls.
Skirts, Dresses, & Skirted Suits	Smart casual or corporate wear dresses, skirts and tunics. Dress and skirt length should be at a length at which you can sit comfortably in public.	Denim.	Dresses with shoestring-straps Short, tight skirts that expose the thigh. Beach dresses and sarongs.
Shirts, Tops, Blouses, & Jackets	Blouses, collared business or dress shirts, polo shirts with company or college logo, smart knitwear (eg.cardigans, jumpers, turtle necks, vests) and suit or smart jackets.	Jeans jackets, T-shirts, polo shirts and windcheaters	Tank tops; midriff tops; shirts with potentially offensive words, terms or images; tops which bare the back or fully expose shoulders
Shoes & Footwear	Dress shoes, oxfords, brogues, loafers, dress boots, flats, dress heels and backless shoes (mules).	Wearing no stockings is acceptable. Sneakers and trainers	Thongs, flip-flops, ugg boots, work boots and slippers

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	Conservative walking shoes, sandals and leather deck shoes. Shoes with a closed toe and heel strap or covering are preferred for health and safety reasons.		
Accessories	Scarves, pashminas, ties, limited visible body piercing. Wearing no tie is acceptable. Head covers worn for religious, cultural, health or safety reasons, sun hats for outdoors.		Excessive body piercing, large visible tattoos, baseball caps and beanies.

- ◆ Any clothing that has words or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, or are insulting of other employees.
- ◆ Certain items, such as cartoon ties should never be worn to work Men should never wear sports socks with formal shoes, and ladies should remember that underwear should be worn under their clothes.
- ◆ Clothing / Attire that is related to the Department of Agriculture be it logo or wording is acceptable; however any clothing / golf shirts displaying any other promotional emblems are prohibited.
- ◆ Sports team, university and fashion brand names are generally acceptable.
- ◆ Uniforms and protective clothing must be worn as prescribed.

CONTRAVENTION

- ◆ If clothing fails to meet the standards, as determined by this circular, the employee will be asked not to wear the inappropriate items again.
- ◆ If the problem persists, the employee will be sent home to change the clothes and will receive a verbal warning for the first offence.
- ◆ All policies regarding employer's time will apply.
- ◆ Progressive disciplinary action will be applied if dress code violation continues.

DRESS SPEAKS SOMETIMES YOUR CLOTHES SPEAKS MORE THAN YOU DO! DRESS FOR BUSINESS, NOT PLEASURE!

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