

DRESS GUIDELINES

at the

Government Employees Pension Fund

Government Employees Pension Fund

MANAGEMENT MANUAL: DRESS GUIDELINES

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1. DEFINITIONS OF TERMS

“Accessories” means additional items that complement clothing. This may include jewellery, scarves, headaddresses etc;

“Corporate attire” means clothing for a work environment;

Employee(s) means an employee employed by the Government Employees Pension Fund on a permanent or contract basis;

“Executive Manager” means; the Principal Officer, Head: Investments and Actuarial, Head Board Secretariat and Head: Corporate Services

“Traditional clothing” means clothing that is based on the tradition / religion of an employee.

2. PURPOSE

2.1 To establish an environment where employees reflect an image that is commensurate with the GEPF's stature on national and international level, without unreasonably infringing or putting restrictions on freedom of expression, religion and cultural diversity.

2.2 To ensure that GEPF employees wear suitable clothing in the work place.

3. SCOPE OF APPLICATION

3.1 These Guidelines are applicable to all persons working for the GEPF, including contract workers.

4. DRESS GUIDELINES

4.1 Corporate attire:

Clothing should project a professional image. The following are deemed appropriate:

4.1.1 Females:

Blouses, skirts, tailored pants, dresses, jackets, jerseys, coats and suits;

Hairstyles, jewellery, accessories, nail polish and make-up should be well cared for and neat;

Shoes should be neat and clean;

4.1.2 Males:

Collared shirts with long or short sleeves, a tie, tailored trousers, sports jackets, blazers, jerseys, coats and suits;

Hairstyles, accessories and jewellery should be well cared for, neat and clean;

Shoes should be neat and clean;

Employees who have to wear protective clothing will be exempted from the above. This clothing must be kept in good condition and replaced when worn;

Where a uniform is supplied, the employee will be expected to wear it during working hours. This clothing must be kept in good condition and replaced when worn;

4.2. Internal / External courses / workshops / conferences / seminars:

When attending internal / external courses / workshops / conferences / seminars, employees are expected to dress according to the corporate attire description in paragraph 4.1 above, unless otherwise required by the relevant course presenter.

4.3 Business lunches / cocktails / dinners:

Corporate wear is required for business lunch / cocktail / dinner; and

If so indicated, a black tie dinner will require the appropriate clothing for males and females.

4.4 Casual days:

Friday's are deemed to be casual day and modesty and good taste must be considered when choosing casual clothing for this day; and

Employees should consider the business interactions expected on the relevant day, thus dressing appropriately.

4.5 Sports days:

GEPP golf shirt and track suite may be worn on special and identified sports days;

4.6 Traditional Clothing

Traditional clothing is acceptable as far as it is suitable for the workplace;

4.7 Inappropriate Clothing

The following clothing is regarded as inappropriate and strictly forbidden to be worn during working hours:

- Any denim clothing item, except on officially designated casual days (Friday);
- Revealing clothing;
- Short skirts or dresses;
- Strapless tops;
- Body stockings;
- Leggings
- Tops or dresses with bare backs;

- Blouses or dresses showing cleavage or midriff;
- Sun dresses and tops with shoelace straps;
- T-shirts, except for casual and sports days;
- Off-the-shoulder sweaters;
- Beach wear;
- Shorts;
- Bermudas;
- Track suits;
- Jogging shorts, except for sports days;
- Gym wear;
- Clothing where underwear is showing;
- Clothing with political and rused slogans;
- Takkies, including running shoes, except on casual days or sports days;
- Beach sandals, e.g. thongs, slip slops, etc;
- Torn and dirty shoes;
- Extreme hairstyles and make-up; and
- Torn and dirty clothes and/or accessories.

5. ROLES AND RESPONSIBILITIES

Employees should ensure that they dress in accordance with the GEPF's Guidelines.

6. MONITORING AND EVALUATION

The Executive Managers shall monitor and ensure that all employees in their section strictly adhere to the GEPF's Dress Guidelines. The Executive Manager may delegate the authority to discuss the transgression of the dress code by one of his/her employees to another Executive Manager to ensure such a manner is addressed in a gender sensitive manner. Employees that have transgressed the Dress Guidelines may be requested by his/her Executive Manager to leave the premises of the GEPF until such a time that he/she is appropriately dressed.

7. IMPLEMENTATION

These Guidelines will be implemented with effect 1 January 2012.