



HUMAN RESOURCES

DIRECTIVE 015

13 October 2024

IMPORTANT NOTICE TO ALL MIBCO STAFF

MIBCO DRESS CODE GUIDELINES DIRECTIVE - Effective Immediately

Dear Mibconian,

In light of recent discussions regarding workplace attire and to foster a professional yet comfortable work environment, MIBCO is implementing the following dress code guidelines for all employees effective immediately:

This temporary guideline is in place while we review the current MIBCO dress code policy.

- Employees are expected to dress in formal business wear/ business casual (Monday to Thursday), smart casual, casual (Fridays) attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, dresses/skirts with long slits or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt **(with approval in place by GS)**.
- It is expected that employees apply a common-sense approach to the dress code and dress in an appropriate manner befitting their role, audience and purpose.
- Where there are official functions of the department like team building, sporting activities and commemoration events, employees will be required to dress accordingly, still aligning to the guidelines.

1. Acceptable Dress Code for all employees of MIBCO.

1.1 Monday to Thursday - Male and Female

- PPE employees

It's important and required for all employees to wear prescribed uniform or personal protective equipment (PPE) to adhere to this policy for their safety and the safety of others. Compliance ensures that everyone is protected and maintains a professional work environment. If there are any concerns about the uniform or PPE, employees should reach out to their supervisors/ managers for guidance.

- Non-PPE employees
 - Clothing – Formal clothing, non-body hugging ¾ pants and trousers, golf shirts (must be tucked in at all times).
 - Shoes – Dress/ formal shoes, boots, smart casual slip-ons (only females) and sneakers (white, tan, black or navy).
 - Accessory – jewellery must be simple and neat.
 - Hats - Beret, doeks (neatly worn).

1.2 Friday attire – Male and Female (except when having meetings with external stakeholder)

- Clothing – smart casual, presentable jeans (Not torn, patched or decorated).
- Shoes – Clean takkies (No running/ gym), shoes, boots, thong sandals (only females).
- Accessory – jewellery must be simple and neat.

2. Unacceptable Dress Code for all employees of MIBCO

- Beach wear
- Evening wear during daytime
- No miniskirts, mini dresses, leggings, tights or long slit dresses
- Clothing that is torn, frayed with patches or holes
- Revealing and see-through/transparent clothing worn without camisole/ vests/ slips
- Any clothing with political/ offensive slogans
- Tracksuits
- Caps, wool binnies, bucket hat etc except for cultural, religious, safety and medical reasons **(with approval in place by GS)**
- Shorts, low-cut and showing underwear trousers
- Tank tops, tube tops, halter tops with spaghetti straps, off the shoulder tops, midriff length tops
- Flip-flops, slippers unless for medical reasons **(with approval in place by GS)**
- Biker jackets etc

NOTE: MIBCO values diversity and inclusivity. Employees are encouraged to express their individual style while adhering to the guidelines. We aim to foster a work environment where everyone feels comfortable and accepted.

3. Dress Code Violations

Managers or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. This time away from work will be considered as the official annual leave or work without pay.

Repeated violations or violations that have major repercussions will be dealt with in accordance with the existing Disciplinary Policy and the actions may result in disciplinary action being taken up to and including termination.

Thank you for your cooperation and commitment to maintaining a professional and positive work environment.

Regards



Ithabeleng Mphole
Acting Human Resources Manager