

SECTION B: EMPLOYMENT BENEFITS AND CONDITIONS

1. COMMON BUSINESS LANGUAGE OF MUNICIPALITY POLICY

OBJECTIVE

The objective of this policy is to promote a multi-lingual environment because of the nature of the work we do. The Municipality recognises all eleven (11) official languages of South Africa as highlighted by the Constitution. However, we need to be able to interact with a diverse population in a single and consistent medium.

POLICY

- (1) The common business language of the Municipality is English. This is the language that will govern all official transactions and be the language of record within the Municipality. This by no means relegates any other national official language.
- (2) The Municipality will endeavour at all times to communicate with its stakeholders in any or all of the eleven (11) official languages of South Africa. The Municipality has a responsibility to respond to correspondences made in any of the eleven (11) official South African languages, in the language of the initiator of the correspondence. For instance, If an initiator of correspondence writes to the Municipality in isiZulu, the reply to the correspondence needs to be in isiZulu.

CELLULAR TELEPHONE POLICY

OBJECTIVE

The objective of this policy is to provide guidelines for the acquisition, use and maintenance of cellular telephones for employees of the Municipality.

POLICY

- (1) The Municipality will acquire cellular telephone handsets and enter into contracts with the service provider on behalf of the Councillors, Municipal Manager and his Executive Directors, Middle Mangers and Field Workers.
- (2) The following general requirements will serve as criteria to qualify for the receipt of a cellular telephone allowance by Councillors and senior management of the Municipality:
 - The use of alternative communication methods should be impractical or impossible for certain critical periods of time;
 - The duties of the employee concerned should require that he/she be reachable at all reasonable times;
 - Communication is required with key personnel and clients of the Municipality;
 - Communication should be available in handling emergencies within the job description of the employee concerned;
 - The employee concerned should not always be office bound;
 - Sufficient funds should be provided for in the budget of the department;
- (3) The maximum cellular phone allowance payable to the Municipal Manager, Executive Directors and their Directors including all contract fees, insurance, itemised billing and business calls will be R600,00
- (4) Any excessive claims have to be accompanied by reasonable motivation and must be approved by the Municipal Manager.
- (5) All recipients of cellular telephone allowances will be responsible for their handsets, keep them in good working order and maintain their required availability as long as they receive a cellular telephone allowance.
- (6) If the employee leaves the organisation, they will be given the option to register or change the account into their own names.
- (7) All users shall sign an indemnity form for the replacement of lost cellular phones that were not covered by the insurance company. All employees with cellular phones will sign an authorisation form entitling the employer to deduct all amounts on the cellular phone statements in excess of the limit imposed.

HOUSING GUARANTEES POLICY

OBJECTIVE

The objective of this policy is to provide a framework to assist employees to obtain homes in accordance with their means.

POLICY

- (1) The Municipality shall extend the Home Owners Allowance to all its employees, subject to the requirements of the scheme, which makes provisions for a subsidy in respect of a mortgage bond to a maximum amount determined by Bargaining Chamber, negotiated over a period of time through a jointly determined process between SALGA and the Trade Unions (SAWMU and IMATU).

MEDICAL AID POLICY

OBJECTIVE

The objective of this policy is to provide financial help to meet the medical expenses incurred by an employee and his dependants. It is a form of insurance policy against illness and hospitalisation.

POLICY

Unless otherwise expressly agreed, membership of the medical aid scheme is optional as a condition of employment for all permanent employees, in full-time or part-time employment. Employees who are already registered as dependants on their spouses' medical aid schemes may be exempted from belonging to the Municipality's medical aid scheme, if proof is submitted in writing to Human Resources.

A. GENERAL RULES

- Medical aid contributions are paid monthly in advance which means that a new employee will need to contribute a double payment at the end of his/her first month of employment.
- Employees contribute a monthly amount (equivalent to 40% of the total contribution) and the Municipality contributes the remaining 60% up to the maximum agreed upon at the Bargaining Council.
- The employee as well as his dependants is covered by the scheme and the monthly contribution depends on the number of dependants included in the scheme, the employee's salary and the scheme he/she selects.
- Dependants are:

- The wife of the member including common law spouse.
 - The husband of the wife (member) if she is the breadwinner.
 - The child /children of the member.
 - A member's unmarried child above the age of 21 whom as a result of a mental or physical defect is dependant.
 - Any dependent children up to age 25, who are full-time students attending a university or recognised college of higher education, provided a certificate from such university or college is produced each year.
 - Parents with regards to African extended families.
- All employees enjoy the same benefits irrespective of income. The benefits are detailed in the Medical Aid Rules.
 - New employees will have a choice whether to join a new Medical Aid or continue with his/her existing Medical Aid or join anyone that he/she prefers.

The above provisions depend on what the Medical Aid dictates.

B. CHANGE OF STATUS OF PRINCIPAL MEMBER

Members who have a change in status (e.g. marriage, re-marriage, divorced, birth of an infant or legal adoption) are required to notify Human Resources of such changes immediately, who will then notify the medical aid scheme. Failure to do so could render such members liable to forfeiture of all benefits in respect of their new status, until they have given the required notification and paid the applicable contribution.

C. BENEFITS

Benefits are provided in accordance with the rules of the medical aid scheme. It is the responsibility of the principal member to consult with the medical aid scheme before proceeding with any treatment where there is any doubt that such treatment qualifies for benefit.

D. CLAIMS PROCEDURE

The submission of claims and the payment of medical aid accounts are the responsibility of the principal member. Human Resources can be contacted to assist employees who want to acquaint with processes for the submission and payment of claims.

TRAVEL AND SUBSISTENCE EXPENDITURE

OBJECTIVE

The objective of this policy is to provide guidelines for making business journeys, within reason, as economical as possible for the Municipality as they are undertaken in the interest of the Municipality.

POLICY

- (1) The amounts quoted in this section are maximum amounts that are payable, and the approach to expenditure of this kind is that costs should be kept to a minimum.
- (2) An employee shall undertake an official journey by the most economical means with due regard to available means of transport, routes and duration. The means of transport shall be as follows (and in this order):
 - Company vehicle (through flexible vehicle benefit scheme);
 - Municipality owned transport, if available;
 - Public transport, if available and/or practical; and
 - Private transport.
- (3) Credit cards may only be used to purchase items that are approved in the departmental or regional budget e.g.:
 - Local Travel – Meals and refreshments
 - Local Travel Parking
 - Employee Welfare
 - Entertainment
- (4) Approval for these expenses is given at the time a departmental or regional budget is approved and it is up to the respective manager to keep expenditure within his/her approved budget. If he/she is over budget he/she will have to explain to the Municipal Manager.
- (5) The approval of the Municipal Manager for this expenditure is given at the time of approving the budgets.
- (6) A Municipal Manager may authorise (as per official journeys) an employee to undertake an official journey or part thereof, by any means of transport irrespective of whether it is the most economical means or not, if the Municipal Manager is satisfied that the public and Municipality interest will be better served thereby, or if it is in the interest of the official or employee's health. The Municipal Manager may require the submission of a supporting medical certificate where this is deemed necessary.

- (7) Ideally for all travel and accommodation the Municipality's recognised travel agent must be commissioned.

A. CAR TRAVEL

1.1 Use of Private Motor Vehicle

- Where an employee uses their own vehicle for official Municipality duties, the rate payable is R 1, 50 per kilometre travelled for Municipal officials and R 2, 40 for Councillors.
- No additional costs can be claimed as the rate above incorporates petrol, oil and running costs of the vehicle.
- Traffic Fines

No traffic fines will be paid by the Municipality under any circumstance. Traffic fines received for vehicles hired by the organisation will be deducted in full from the salary of the employee responsible in the month that the fine is received, and remitted on their behalf.

1.2 Motor Vehicle Hire

- Where an employee has to undertake an official journey at a location away from their home office, a car can be rented at the Municipality's expense, in the following rental group:
 - a. Mayor, Deputy Mayor, Manager, Executive Directors and other Councillors : Group B (1600 cc plus air conditioner);
 - b. All other employees: Group A (1300cc), except where they are to drive long distances (in excess of 300km), in which case at the discretion of the manager in charge they may be allocated a Group B (1600cc plus air conditioner).
 - c. Physically disabled employees who are able to drive an automatic vehicle are to hire a Grade D (automatic car);
 - d. Employees who are permanently disabled should have a permanent arrangement with the car rental agency when making reservation for car hire. Those who are temporarily disabled should get prior approval for the use of an automatic car; this approval is to be sought from the relevant Manager;
 - e. Groups of five or more travelling together are to hire a Grade Z car, Volkswagen Microbus equivalent.
- When hiring a motor vehicle, insurance must be included in the contract and the Human Resource Manager is responsible for ensuring that anyone driving the hired car has a valid driving licence that they have had for the period in accordance with the insurance requirements.
- Motor Vehicle Accidents

If there is any damage to a hired vehicle, whilst it is in the employee's possession, the individual must:

- Report the incident to the nearest Police Station and obtain a police docket number. This must be done immediately and not later than twenty four (24hrs) after the incident;
- Report the damage to the car hire company, to their respective Manager and the Human Resource Manager;
- Obtain the relevant claim form(s) from Human Resources;
- Complete the relevant claim form(s) as required, attach a photocopy of the hire contract and of their drivers licence and the front page of their identity document and submit it to the Human Resources Department and for processing; and
- Report the incident again to the car hire company on returning the vehicle.
- Where it is proved that the employee or designated driver was at fault, he/she would be responsible for all costs uncured relating to the accident and will be subject to disciplinary action.

B. AIR TRAVEL

- Expenditure for air travel will be authorised.
- All Municipality employees and councillors will travel economy class and Mayor, Deputy Mayor and Municipal Manger may elect to travel business class.
- Individuals who miss their flights, without valid reasons, at the discretion of the Manager: HR and Administration and Municipal Manager, will be responsible for paying for additional costs incurred in rebooking their tickets.

C. ACCOMMODATION

- The Municipality will cover the accommodation costs of employees on a bed and breakfast basis, who are required to spend the night out of town for official Municipality business. A daily allowance of R100,00 per day shall be payable.
- The Municipality will cover accommodation costs against attached hotel vouchers and prior approval. Should circumstances necessitate spending the night without prior approval, an accommodation allowance of R150,00 (accommodation & meals) per night plus R100,00 daily allowance (every 24 hours away from home) will be payable.
- All Municipality employees are to be accommodated in a maximum, three (3) star hotels, with breakfast included.

D. SUBSISTENCE ALLOWANCE

A subsistence allowance is any allowance given to an employee for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (e.g. accommodation and meals).

Where an employee is, by reason of his/her duties obliged to spend at least one night away from his usual place of residence, he/she shall be entitled to a

subsistence allowance of R100, 00 per day if travelling locally (within the common monetary area i.e. South Africa, Lesotho, Namibia and Swaziland) and US\$150-00 per day if travelling internationally (outside the common monetary area).

Incidental costs shall include:

- Meals/Refreshments
- Taxi Fares
- Parking
- Telephone calls

Items such as personal vehicle expenditure are covered by the remuneration package of such employee.

Air (rail or sea) travel, car hire, hotel accommodation shall be arranged by the Administration of the Municipality with a direct invoice to the Company.

Senior Managers who are requested to undertake air (sea or rail) travel shall be entitled to travel economy class of the airline (rail or sea) chosen by the Municipality for the journey.

E. INTERNATIONAL TRAVEL

Notwithstanding any of the above, all international travel shall be authorised by Council and/or Chairperson of the Executive Committee and/or Municipal Manager prior to the travel occurring.

F. AUTHORISATION AND PROCESSING OF PAYMENT

- All “out of pocket” expenses incurred, as a result of business travel must be claimed for on “the expense claim form”.
- Claims must be supported by documentation, which should be attached to the expenses claim form. The Departmental Head approves this claim.
- Subsistence and travel expenses are only to be incurred for official Municipality duties, and shall only include, accommodation, meals (food and non-alcoholic beverages) and laundry. Any other expenditure is to be recovered from the individual, unless business related in which case must be claimed separately i.e. telephone, entertainment etc.
- All travel expenditure below **Rxxxx** may be authorised by the relevant head of the department.
- All travel expenditure above **Rxxxx** must be approved by the Manager: HR and Administration.
- All employees intending to travel must fill in the necessary Subsistence and Travel claim form and obtain the necessary approval.

- Payments shall be made by the Finance Department on receipt of original invoices; all payments shall always be supported by the travel authorisation.
- The total amount to be paid must be equal to or less than that what was authorised, written explanation must be given if authorised amount is exceeded.
- All paid invoices shall be stamped as such by the Finance Department, in order to avoid duplication.
- The authorisation of travel shall be conducted as per the delegations of authority

USE OF INTERNET AND E-MAIL POLICY

OBJECTIVE

The objective of this policy is to regulate access to internet and e-mail to make executing of Municipality business more efficient and effective.

POLICY

The internet and e-mail access provided by the Municipality is intended to be for business purposes only.

A. ACCEPTABLE USES OF THE INTERNET AND MUNICIPALITY E-MAIL

The Municipality encourages the use of the internet and e-mail because they make the executing of Municipality business more efficient and effective. However, the internet service and e-mail are Municipality property, and their purpose is to facilitate the organisation's operations. Every employee has the duty and the responsibility to maintain and enhance the Municipality's image and to use internet and e-mail access in a productive manner, however the employee levels allowed accessing the internet should be determined by the relevant Head of Department in terms of professional or operational requirements. Any improper use of the internet or e-mail is not acceptable and will not be permitted.

The Information Technology Manager will be obliged to provide access statistics / log-on information as and when required by the Heads of Departments.

B. UNACCEPTABLE USES OF THE INTERNET AND MUNICIPALITY E-MAIL

The following activities are prohibited when using the Municipality e-mail and internet provided access accounts or equipment, or when employees identify themselves as associated with the Municipality using a personal ISP (Internet Service Provider) account. These are some examples of unacceptable use of the Municipality internet and e-mail access provided, however, the list is not exhaustive:

- Downloading, transmission, and possession of obscene, pornographic, sexually explicit or discriminatory or other inappropriate materials;
- Transmitting libellous, slanderous, threatening, abusive, or other inappropriate messages or any messages that may be construed as such;
- Sending or otherwise participating in chain letters. Chain letters are defined as having one or both of the following attributes: encourages the re-sending or forwarding of messages and not related to the Municipality's operations.
- Posting to an internet server or transmitting via internet e-mails the Municipality's proprietary information or any confidential information. Municipality employees must comply with written confidentiality agreements with third parties that may explicitly prohibit communication over public computer systems.

The example below demonstrates acceptable and unacceptable use of the Municipality internet and e-mail provided access. The intent of this example is to convey a spirit of acceptable behaviour, rather than specific “do’s” and “don’ts”:

C. MUNICIPALITY USE EXAMPLES:

Acceptable Municipality Use	Unacceptable Municipality Use
<ul style="list-style-type: none"> A Project Officer is working on a housing project in the Eastern Cape. It would be acceptable to use the internet to better understand the population size, the traditional authorities, the delimitation of the area, etc, by using the Municipality web service application. This would allow the Project Officer to better understand the communities they are trying to reach. 	<ul style="list-style-type: none"> It would be unacceptable to use the Municipality internet or e-mail access provided to understand this market for personal gain.
<ul style="list-style-type: none"> It is acceptable to use the internet to view the electronic versions of newspapers and newsletters dealing with housing sector issues, if a proper subscription has been acquired 	<ul style="list-style-type: none"> It is <u>not</u> acceptable to regularly view web sites of personal interest, such as, sports, cars and fashion web sites.

D. PROTECTING THE SOFTWARE

To prevent computer viruses from being transmitted through Municipality internet and e-mail system, downloading of software is not authorised. Employees should adhere to these policies or else contact the Information Technology section if they have any questions:

- Verify that the Municipality's current standard anti-virus software is installed on the Municipality's computers. Ensure that all files attached to external e-mail as well as any files downloaded from an external system are scanned;
- Exercise caution when downloading large files (i.e., over 1 MB, including text and multimedia files). Downloading large files can take a long time and therefore retard network performance for everyone on the network;
- The Municipality's computer network (including all media and data paths facilitated by the Municipality), and the messages and information residing on or exchanged through them, are the property of the Municipality. Management tools are used to track usage and log network activity; and
- Network resources are expensive and finite. Network availability and reliability needs to be protected to ensure that all employees can execute their jobs. As a result, to ensure that our network performance is maintained, Municipality e-mail and internet usage will be monitored for improper and/or excessive usage.

E. PROTECTING ELECTRONIC COMMUNICATIONS

The Municipality reserves the right to access and monitor all messages and files on the Municipality's internet and e-mail. Employees should not assume communications are totally private and transmit highly confidential data via the internet and/or e-mail.

- Employees should be aware that whatever they communicate via internet or e-mail might become public information. As a result, employees should use the language that reflects positively on themselves and the Municipality;
 - Employees should not transmit, send or broadcast any messages, data, or files that can cause, or potentially cause, hardware, software or network failure and/or the destruction of data (e.g., sending of viruses over the internet, etc);
 - Employees should not share access to passwords and internet accounts with anyone, both internally and externally to the Municipality;
 - The posting of Municipality messages on the internet or to any other public computer system can only be done through the Marketing and Communications Directorate. Posting messages includes subscribing to mailing lists and participating in newsgroups on poverty-alleviation and the development sector issues; and
 - Employees requesting access to mailing lists or other similar services should do so for the Municipality's purposes only. However, they should exercise caution and be very selective when subscribing to any of these services.
 - The IT Manager has an obligation to ensure provision of log-on information as and when required or deemed necessary by Authorities.
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HEALTH AND SAFETY POLICY

PURPOSE

The health and safety policy pursues the rights of the employees in terms of the Occupational Health and Safety Act, in laying out the general conditions that will characterize the Sisonke District Municipality workplace in this regard.

SCOPE OF APPLICABILITY

The provisions of this policy shall be applicable to all staff in the employ of the Municipality, regardless of the nature of the appointment and/or their seniority. This policy, also, covers the Municipality's clients/visitors.

POLICY STATEMENTS

1. The health and safety of the Municipality employees and persons on its premises is the responsibility of the Municipality.
2. The Municipality will ensure the work environment is not detrimental to its employees or their health by ensuring the following:
 - All machinery and tools used in the Municipality are maintained at regular intervals. This will include office automation system, motor vehicles, and any other property that may represent danger to employees; if not properly maintained.
 - Taking of reasonable steps to eliminate any hazard or potential hazard to safety and health of employees and visitors or guests.
 - The provisioning of safety and protective clothing to all employees to whom such clothing is the requirement of their job.
 - To establish mechanisms of detecting potential hazards to the health and safety of employees and others on the premises, and to eliminate those as soon as possible.
 - The provision of continuous information and training to managers and employees on the general health and safety standards and requirements within the Municipality workplace. In this regard, the Municipality will promote the creation of a safety committee that will be charged with this responsibility.
 - On their part, the employees shall play an active role in safeguarding theirs and their colleagues' safety, by:
 - * Making their safety and that of their colleagues their priority during the course of their work.
 - * Complying with all the requirements of this policy and other dictates of the Municipality in so far as the general safety at the workplace is concerned.
 - * Obeying instruction and carrying out lawful instructions that have health

and safety implications.

- * Reporting all incidents of safety and health risk in their station and workplace in general as soon as these become known or visible to them.

LABOUR RELATIONS POLICY

DISCIPLINARY CODE

OBJECTIVE

The objective of this policy is to: -

- Promote good order and efficient functioning of the Municipality;
- Provide employees with a quick and easy reference for the application of discipline;
- Ensure that discipline is applied in a prompt, fair, and consistent manner;
- Ensure that all employees are aware of the Municipality's required standard of behaviour/performance; and
- Ensure fair equal treatment of all employees.

POLICY

A grievance is regarded as any dissatisfaction that an employee or group of employees have, that is connected to their work situation.

- It is the Municipal Manager's prerogative to ensure corrective procedures are followed within the Municipality;
- Corrective actions will be exercised where work performance or behaviour is unacceptable or unsatisfactory, or where terms and conditions of employment are not met;
- Human Resources shall keep corrective action records in the employee files specifying the nature of the corrective action taken and the reasons for taking such actions; and
- This code applies to all employees including Managers.

Certain issues are specifically excluded from the definition of a grievance such as: -

- Salaries and conditions of service that are subject to annual review;
- Dissatisfaction over disciplinary action, which is subject to appeal;
- Reporting of suspected disciplinary infringements, which should be handled according to the disciplinary procedure (if inadequate attention is paid to the matter, a grievance may arise against the way the matter is being handled); and
- Harassment whether physical, racial or sexual, if there is a dedicated procedure for such grievances.

VALUES AND THE PROBLEM SOLVING PROCESS

- The problem solving procedure is a framework within which Municipality management and employees must seek to solve internal problems when they arise;
- Dealing with grievances in a sensitive, expeditious and compassionate manner is encouraged;
- The Municipality must, through the Municipal Manager and Human Resources, deal with any valid grievances in a way that reflects progressive leadership and supports working in a participatory and inclusive manner;
- By solving problems in a structured and non threatening way, Municipality management and employees seek to promote an environment of transparency and equality; and
- At the heart of grievance management is the need for absolute integrity. Employees must be protected from any form of victimisation.

MISCONDUCT AND INCAPACITY

1. BACKGROUND

- 1.1 The Disciplinary Code needs to ensure fair and acceptable corrective action where an employee's work performance is unsatisfactory and/or where an employee's behaviour is unacceptable.
- 1.2 Management is responsible for ensuring that the Code is made available to all employees in order to make the employee's aware of the standards which are expected of them, thus ensuring the protection of the interests of both the employer and employees and promoting the practice of sound and equitable industrial relation within the enterprise.
- 1.3 This policy recognises the right of an employee to a fair hearing, and recognises the right of an employee to appeal against any measure considered unjust or unfair.

2. APPLICABILITY

This policy shall apply to and form part of the contracts of employment of all employees and the principles contained herein shall apply equally to all employees.

3. GENERAL TERMS: MISCONDUCT

- 3.1 The various disciplinary actions detailed in the Disciplinary Code are intended to serve as guidelines to management.

- 3.2 The Code is based on the principle of progressive discipline however, progressive discipline need not be meted out in the respect of certain serious offences, where dismissals would be the appropriate penalty in the circumstances where the offence is so grave that it makes a continued employment relationship intolerable.
- 3.3 In circumstances where rules or standards are well established and are not contained in the Code or where further rules or standards are communicated to the employees the employer will be entitled to take disciplinary action where there has been a transgression of such rule or standard.
- 3.4 Disciplinary warnings issued shall be kept in the personal file of the employee for the duration of that warning.
- 3.5 Expired warnings will not be taken into account in any subsequent disciplinary action.
- 3.6 The employer will be entitled to take into account warnings in respect of other categories of offences, together with the infraction for which an employee has currently against him and where the employee has two or more warnings running concurrently against him and where the employer clearly informs the employee thereof in order to enable the employee to properly prepare himself for the inquiry. The employer will be entitled to dismiss an employee for the cumulative effect of the concurrent warnings.
- 3.7 The following factors shall be taken into account when determining whether dismissal is the appropriate penalty;
- The gravity of the misconduct,
 - The circumstances of the infringement,
 - The circumstances of the employee which shall include the following:
 - Service period
 - Record
 - Personal circumstances

4. **TIME PERIODS RELATING TO THE EXPIRY OF WARNINGS**

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| 4.1 | Verbal warning | Three (3) months |
| 4.2 | Written warning | Four (4) months |
| 4.3 | Final written warning | Six (6) months |

5. NATURE OF DISCIPLINARY MEASURES

5.1 There are four types of penalties that may be applied. In order of severity and depending upon the nature of the transgression, they are as follows:

- Verbal warning
- Written warning
- Final written warning
- Formal inquiry and dismissal

5.2 The warnings are cumulative in nature subject to paragraph 4 hereof

An employee for example who is already in receipt of a verbal warning for a first offence and who commits a further offence of a similar nature within the prescribed time period will be subject to the following step in accordance with paragraph 6.1. Depending however on the nature and severity of the second offences the employee could receive a harsher penalty.

DISCIPLINARY CODES

CATEGORY: TIMEKEEPING OFFENCES

NATURE OF OFFENCE	FIRST	SECOND	THIRD	FOURTH
Late for work or leaving without permission	Verbal	Written	Final	Dismissal
Absence from place of work without permission	Verbal	Written	Final	Dismissal
Absent from work for three consecutive days without permission.	Dismissal			
Fraudulent timekeeping	Dismissal			
Failure to clock in or out	Final	Dismissal		
Unauthorised absence from work for more than 1 day without contacting the office	Final	Dismissal		

CATEGORY: WORK OUTPUT OFFENCES

Sleeping on duty	Final	Dismissal		
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SECTION D: Health & Welfare

Refusal to obey a lawful & reasonable work instruction	Final	Dismissal	
Poor quality of work	Final	Dismissal	
Failing to work according to standard	Dismissal		
Attending to private work during company time	Written	Final	Dismissal
Using company property for a purpose other than intended	Dismissal		

CATEGORY: SOCIAL OFFENCES DURING WORKING HOURS

Under the influence of alcohol or drugs	Dismissal		
Unauthorised consumption of alcohol during working hours	Dismissal		
Threat of assault, assault, fighting	Dismissal		
Unauthorised possession of weapons	Dismissal		

SECTION D: Health & Welfare

Intimidation or incitement to violence	Dismissal				
Committing unsanitary acts	Final	Dismissal			
Smoking in prohibited areas using insulting or abusive language	Final	Dismissal			
Sexual harassment	Counselling	Written	Final	Dismissal	

CATEGORY: ATTITUDINAL OFFENCES

Insubordination; disrespect	Dismissal				
Failure to observe security and safety regulation	Dismissal				
Gross negligence	Dismissal				

SECTION D: Health & Welfare

Gross incompetence

Dismissal

CATEGORY: OTHER OFFENCES

Theft

Dismissal

Unauthorised possession of company, client or
employee property

Dismissal

Divulgence of confidential information

Dismissal

Fraud

Dismissal

Supplying incorrect or falsified information

Dismissal

Attempting or causing to bring the company into
disrepute

Dismissal

Failure to follow company policies, procedures and
rules

Final

Dismissal

SECTION D: Health & Welfare		
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Failing to act in the best interests of the company	Dismissal	
Any act which interferes with the normal operations of the company	Dismissal	
Victimisation	Dismissal	
Giving of a false identity	Dismissal	
Unprotected industrial action	Dismissal	
Failure to treat others and or their property with respect	Dismissal	
Threatening violence	Dismissal	
Sexual harassment	Final	Dismissal
Competing with the employer	Dismissal	

NOTE: Nothing in this disciplinary code shall affect the employer's right to summarily terminate an employee's contract of employment on grounds recognised by law as sufficient after holding a disciplinary enquiry.

POLICY FOR INDIVIDUAL/GROUP PROBLEM SOLVING / GRIEVANCE

OBJECTIVE

The objective of this policy is give guidance for the handling of employees' grievances. These guidelines apply to all members of the employees of the Municipality excluding the Municipal Manager.

MEANING OF GRIEVANCE

A grievance, for the purposes of this policy, means any individual or group work related grievance concerning the conduct of a person in authority, a fellow employee or the implementation of a policy of the Municipality. It does not include grievances in respect of which the Municipality has already published policy guidelines. For example grievances in respect of disciplinary action must be dealt with in terms of that policy.

PRINCIPLES

The employee must be granted the opportunity to use the following procedures:

- a) The aggrieved employee shall verbally inform their immediate supervisor about the complaint, if the complaint involves or relates to the immediate supervisor the employee shall refer the issue to the next higher level of management. If the grievance is resolved it shall be recorded.
- b) If the grievance involves a third party the grievance shall be put down in writing and (union representation shop steward may be utilised) and shall be forwarded to higher level management. Three copies are made one is kept by the employee, one is sent to the HR Officer responsible for handling such cases and the third copy is given to management. If the grievance is still not resolved step three will follow

- c) A grievance investigation shall be conducted by an impartial grievance committee. This Committee will normally consist of a labour relations expert, employee representatives, management and any other expert who may be of particular value.

Management at the various levels must give careful consideration to every grievance lodged and make genuine attempts to resolve it.

Grievances must, whenever possible, be handled by line management at the lowest possible level. Other employees, in an advisory capacity, may help in facilitating a resolution to the problem.

No employee may be victimised for lodging or pursuing a grievance in terms of this policy.

BUSINESS MEETING VENUES POLICY

OBJECTIVE

The objective of this policy is to regulate access to infrastructural support for Municipality employees in order to enable them to carry out their duties in a cost effectively manner.

POLICY

1. The Municipality business meeting venues should always take preference over external meeting venues. When using internal Municipality business venues, no equipment or furniture may be moved between venues without the consent of the Manager: HR and Administration.
2. Where the allocated facilities are not going to be conducive to the nature of the meeting, approval needs to be sought from the Finance Manager, to ensure that sufficient funds are available to host the function externally. Once approval has been granted for using an external venue, arrangements need to be made with the Finance Manager to ensure that timeous bookings and payments are made to the vendor.
3. It is the responsibility of the person booking the external venue to ensure that where there are special requirements, or logistical implications, these are fully investigated and communicated to ensure that the financial implications are highlighted to the Manager: HR and Administration. The onus is then on the individual presenting the request to do a cost-benefit analysis and to present this to the Finance Manager in good time.
4. Meetings that are held outside of Municipality official premises that incur costs to the Municipality will not be paid for if proper procedures were not followed and proper authorisation was not obtained.

SECTION D: Health & Welfare

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