



HIV/ AIDS POLICY

DEFINITIONS:

1. The words and expressions defined in this chapter shall have the meanings so assigned to them, and those defined below shall have the meanings hereby assigned to them unless such meanings are inconsistent with the context within it is used:

1.1 **“Affected employee”** means an employee who is affected in any way by HIV/ AIDS, e.g. if they have a partner or a family member who is HIV positive.

1.2 **“AIDS”** is the acronym for **“acquired immune deficiency syndrome”**. AIDS is the clinical definition given to the onset of certain life-threatening infections in persons whose immune system have ceased to function properly as a result of infection with HIV.

1.3 **“Employee Assistance Programme”** means a programme to rehabilitate employees from substance abuse as described in Chapter 31 of these regulations or a programme to assist employees with personal emotional problems as described in Chapter 33 of these regulation;

1.4 **“EAP”** means any of the Employee Assistance Programmes referred to in clause 1.3;

1.5 **“EAP Action Committee”** means a committee described in Chapter 33 of these regulations, appointed by the Municipal Manager and chaired by the Director Corporate Services to decide on whether or not a qualifying employee should be declared an affected employee as described in clause 12.1 of that chapter and to monitor the progress of an affected employee’s assistant programme;

1.6 **“HIV”** is the acronym for **“human immune deficiency virus”**. HIV is a virus that attacks and may ultimately destroy the body’s natural immune system.

1.7 **“HIV positive”** means having tested positive for HIV infection.

1.8 **“HIV testing”** means taking a medical test to determine a person’s HIV status. This may include written or verbal written or verbal questions inquiring about previous HIV tests; questions related to the assessment of **‘risk behaviour’** (for example questions regarding sexual practices, the number of sexual partners or sexual orientation); and any other indirect methods designed to ascertain an employee’s or job applicant’s HIV status.

1.9 “**HR Officer**” means an employee of the municipality appointed in a post that description. “HIV” means Human Resources.

1.10 “**Infected employee**” means an employee who has tested positive for HIV or who has been diagnosed as having AIDS.

1.11 “**Informed consent**” means a process of obtaining consent from a patient that ensures that the person fully understands the nature and implications of the test before giving his or her agreement to it.

1.12 “ **Municipal Manager’s Adjudication Committee**” means a committee appointed and chaired by the Municipal Manager in accordance with Chapter 31 of these regulations to decide on whether or not an qualifying employee should be declared an affected employee as described in clause 3.1 of the aforesaid chapter 31 and to monitor the progress of an affected employee’s rehabilitation programme.

1.13 “**NGO**” means a non-governmental organisation. In the context of this chapter it means non-governmental organisations dealing specifically with HIV/AIDS matters. “**NGOs**” is the rural.

1.14 “ **Policy**” means this chapter of the Staff Regulations as well as any other document setting out the municipality’s position on a particular issue.

1.15 “**Pre and post test counselling**” means a process that facilitates an understanding of the nature and purpose of the HIV test. It examines what advantages and disadvantages the test holds for the person and the influence the result, positive or negative, will have on them.

1.16 “**Qualifying employee**” means a permanent employee with at least one year’s continuous service with the municipality or a contract employee whose contract makes provision for such intervention with at least one year’s continuous service as described in chapters 31 and 33 of these regulations;

1.17 “**STDs**” is an acronym for “**sexually transmitted diseases**”. These are infections passed from person to another during sexual intercourse, including syphilis, gonorrhoea and HIV.

INTRODUCTION:

2. The municipality recognises that the Human Immunodeficiency Virus (HIV) and the Acquired Immune Deficiency Syndrome (AIDS) are serious public health problems, which have socio economic, employment and human rights implications and could also in that way impact in some or other way on the activities of the municipality.

3. The HIV/AIDS epidemic will affect every workplace, also this municipality, with prolonged staff illness, absenteeism, and death impacting on productivity, employee benefits, occupational health and safety production costs and workplace morale.

4. HIV knows no social, gender or racial boundaries, but it is accepted that, apart from promiscuous sexual behaviour and unprotected sex with a multiple of sexual partners, socio-economic circumstances do influence disease patterns. HIV thrives in an environment of poverty, rapid urbanisation, violence and destabilisation. Transmission is exacerbated by promiscuous sexual behaviour, unprotected sex with multiple sexual partners, disparities in resources and patterns of migration from rural to urban areas. Women, particularly, are vulnerable to infection in cultures and economic circumstances where they have little control over their lives.

5. Furthermore HIV/ AIDS is still a disease surrounded by ignorance, prejudice, discrimination and stigma.

6. One of the most effective ways of reducing and managing the impact of HIV/ AIDS in the workplace is through the implementation of a HIV/ AIDS policy and programme. In the light of this, the policy has been developed as a guide to management, trade unions and employees.

7. Furthermore this policy seeks to assist with the attainment of the broader goals of:

7.1 Eliminating unfair discrimination in the workplace based on HIV status;

7.2 Promoting a non-discriminatory working environment in which people living with HIV or AIDS are able to be open about their HIV status without fear of stigma or rejection;

7.3 Promoting appropriate and effective ways of managing HIV in the workplace;

7.4 Creating a balance between the rights and responsibilities of all parties.

OBJECTIVE:

8. The policy's objective is to set out guidelines for implementation so as to ensure that individuals with HIV infection are not unfairly discriminated against in the workplace. This includes provisions regarding:

8.1 creating a non-discriminatory work environment;

8.2 dealing with HIV testing, confidentiality and disclosure;

8.3 providing equitable employee benefits;

8.4 the promotion of health awareness and the provision of information on HIV/ AIDS to Levels of employment;

8.5 the reduction of unrealistic fears about contracting AIDS at the workplace;

8.6 the protection of the legal rights of employees at work who have HIV/AIDS;

8.7 the provision of guidelines on managing employees or situations, when questions on AIDS are raised;

8.8 the encouragement of employees and employee representatives to convey sensitivity and understanding to employees affected with AIDS;

8.9 the monitoring of the process of the awareness programmes, evaluation of its Effectiveness and efficiency and to ensure that qualitative standards of service are maintained throughout.

- 8.10 creating a safe working environment for all employees;
- 8.11 developing procedures to manage occupational incidents and claims for Compensation;
- 8.12 Introduction measures to prevent the spread of HIV;
- 8.13 developing strategies to reduce the impact of the pandemic upon the workplace; and
- 8.14 addressing the emotional stress that infection employees might experience by referring them to the EAP Action Committee in accordance with chapter 33 of these regulations where they will be given assistance as follows
 - 8.14.1 supporting those individuals who are infected by HIV/ AIDS so that they May continue to work productively for as long as possible.
 - 8.14.2 dealing with dismissals;
 - 8.14.3 the provision of guidelines to handle such emotional stress by affected employees;
 - 8.14.4 reducing the emotional impact that HIV/ AIDS have on affected employees;
 - 8.14.5 any other measures to assist affected employees to handle their HIV/ AIDS status.

LEGAL FRAMEWORK FOR THE POLICY:

9. The policy is issued in terms of Section 54(1)(a) of the Employment Equity Act, No 55 of 1998 and is based on the principle that no person may be unfairly discriminated against on the basis of his or her HIV status.

10. Section 6(1) of the Employment Equity Act provides that no person may unfairly discriminate against an employee, or an applicant for employment, in any employment policy or practice, on the basis of his or her HIV status. In any legal proceedings in which it is alleged that any employer has discriminated unfairly, the employer must prove that any discrimination or differentiation was fair.

11. No, employee, or applicant for employment may be required by his or her employer to undergo HIV test in order to ascertain his or her HIV status. HIV testing by or on behalf of an employer may only take place where the Labour Court has declared such testing to be justifiable in accordance with Section 7(2) of the Employment Equity Act.

12. In accordance with Section 187(1)(f) of the Labour Relations Act, No. 66 of 1995, an employee with HIV/AIDS may not be dismissed simply because he or she is HIV positive or has AIDS. However where there are valid reasons related to their capacity to continue working and fair procedures have been followed, their services may be terminated in accordance with Section 188(1)(a)(i). In such an event clause 1.2 of chapter 17 of the Staff Regulations becomes relevant.

13. In terms of Section 8(1) of the Occupational Health and Safety Act, No 85 of 1993, an employer is obliged to provide, as far as is reasonably practicable, a safe working environment. This may include ensuring that the risk of occupational exposure to HIV is minimised.

14. An employee who is infected with HIV as a result of an occupational exposure to infected blood or bodily fluids, may apply for benefits in terms of Section 22(1) of the Compensation for Occupational Injuries and Diseases Act, No 130 of 1993.

15. In accordance with the Basic Conditions of Employment Act, No 75 of 1997, every employer is obliged to ensure that all employees receive certain basic standards of employment, including a minimum number of day's sick leave (Section 22(2)). Chapter 14 of the Staff Regulations applies. In this regard chapter 33 of these regulations also applies.

16. In accordance with Section 24(2)(e) of the Medical Schemes Act, No 131 of 1998, a registered medical aid scheme may not unfairly discriminate directly or indirectly against its members on the basis of their "state of health". Further in terms of Section 67(1)(g) regulations may be drafted stipulating that all scheme must offer a minimum level of benefits to their members.

17. In accordance with both the common law and Section 14 of the Constitution of South Africa Act, No 108 of 1996, all persons with HIV or AIDS have a right to privacy, including privacy concerning their HIV or AIDS status. Accordingly there is no legal duty on an employee to disclose his or her HIV status to their employer or to other employees.

PROMOTING A NON-DISCRIMINATORY WORK ENVIRONMENT:

18. The municipality shall not unfairly discriminate against an employee, or an applicant for employment, on the basis of his or her HIV status. This means that no person with HIV or AIDS shall be treated unfairly within the employment relationship or within any employment policies or practices, including with regard to:

- 18.1 recruitment procedures, advertising and selection criteria;
- 18.2 appointments and the appointment process;
- 18.3 job classification or grading;
- 18.4 remuneration, employment benefits and terms and conditions of employment;
- 18.5 job assignments;
- 18.6 the working environment and facilities;
- 18.7 training and development;
- 18.8 performance evaluation systems;
- 18.9 promotion, transfer and demotion;

- 18.10 disciplinary measures short of dismissal; and
- 18.11 termination of services

It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she immediately report non-compliance to the Director Corporate Services or his alternate.

19. The municipality undertakes to adopt appropriate measures to ensure that employees with HIV and AIDS are not unfairly discriminated against and are protected from victimisation through positive measures such as:

- 19.1 the development of HIV/AIDS policies and programmes for the workplace;
- 19.2 awareness, education and training on the rights of all persons with regard to HIV and AIDS;
- 19.3 mechanisms to promote acceptance and openness around HIV/ AIDS in the workplace;
- 19.4 support for all employees infected or affected by HIV and AIDS by means of the measures described in chapter 33 of these regulations; and
- 19.5 grievance procedures and disciplinary measures to deal with HIV-related Complaints in the workplace. In this regard chapter 33 of these regulations must be strictly adhered to.

It is the HR Officer's responsibility to ensure that this principle is strictly adhered to And she shall immediately report non-compliance to her immediate supervisor.

HIV TESTING, CONFIDENTIALITY AND DISCLOSURE:

20. HIV testing:

20.1 The municipality shall not require an employee, or an applicant for employment, to undertake a HIV test in order to ascertain that employee's HIV status, unless authorisation has been obtained from the Labour Court. This includes HIV testing:

- 20.1.1 during an application for employment;
- 20.1.2 as a condition of employment
- 20.1.3 during procedures related to termination of employment;
- 20.1.4 as an eligibility requirement for training or staff development programme
- 20.1.5 as an access requirement to obtain employee benefits.

It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to her immediate supervisor.

20.2 Where HIV testing has been authorised by the Labour Court it will carried out in terms of the conditions prescribed by the Court with regard to:

- 20.2.1 the provision of counselling;
- 20.2.2 the maintenance of confidentiality;
- 20.2.3 the period during which the authorisation for HIV testing applies;
- 20.2.4 the category or categories of jobs or employees in respect of which the authorisation for HIV testing applies.

20.3 HIV testing, where permissible and where a court order has not specifically prescribed the conditions under which such testing may take place, shall only be carried out after obtaining voluntary, informed consent. It shall further be accompanied by pre- and post- test counselling by an expert counsellor. If the municipality does not have such a counsellor in its employ, the HR Officer is authorised to obtain the services of a private counsellor. The costs of such counsellor shall be borne by the municipality.

21. Confidentiality and Disclosure:

21.1 All persons with HIV or AIDS have the legal right to privacy. An employee is therefore not legally required to disclose his or her HIV status to their employer or other employees. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to her immediate supervisor.

21.2 Where an employee chooses to voluntarily disclose his or her HIV status to the employer, this information shall not be disclosed to others, excepting the HR Officer, without the employee's express written consent. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to her immediate supervisor.

21.3 When sub-clause 21.2 becomes effective the infected employee, only on his own request, may be referred to the EAP Action Committee to be handled in accordance with chapter 33 of these regulations dealing with the EAP.

21.4 Mechanisms which shall be operated by the HR Officer's and overseen by the Director of Corporate Services, shall be created to encourage openness, Acceptance and support for those employees who voluntarily disclose their HIV status within the workplace, including:

- 21.4.1 The use of persons openly living with HIV or AIDS in education, prevention and awareness programmes.
- 21.4.2 encouraging the development of support groups for employees living with HIV or AIDS.
- 21.4.3 ensuring that persons who are open about their HIV or AIDS status are not unfairly discriminated against or stigmatised; and
- 21.4.4 ensuring that employees suffering from emotional stress, whether or not it affects their work performance or behaviour is encouraged to refer himself to the EAP Action Committee in accordance with the provisions of chapter 33 of these regulations.

PROMOTING A SAFE WORKING ENVIRONMENT:

22. The municipality shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of its employees. The HR Officer shall be responsible to ensure general compliance with this principle and shall report any deviation to the Director Corporate Services.

23. Although the risk of HIV transmission within most workplaces is minimal occupational accidents involving bodily fluids may occur. Further policies shall therefore be developed by the HR Officer that deals with;

23.1 the risk, if any, of the occupational transmission of HIV within that particular Workplace;

23.2 appropriate training, awareness, education and on the use of universal infection Control procedures so as to identify, deal with and reduce the risk of HIV transmission at work;

23.3 Providing appropriate equipment and materials to protect employees from the risk of exposure to HIV;

23.4 the steps that must be taken following an occupational accident including the Appropriate management of occupational exposure to HIV and other blood borne pathogens, including access to post exposure prophylaxis;

23.5 the procedures to be followed in applying for compensation for occupational Infection;

23.6 the reporting of all occupational accidents; and

23.7 adequate monitoring of occupational exposure to HIV to ensure that the Requirements of possible compensation claims are being met.

COMPENSATION FOR OCCUPATIONALLY ACQUIRED HIV:

24. An employee may be compensated if he or she becomes infected with HIV as a result of an occupational accident.

25. All reasonable steps shall be taken by the HR Officer to assist employees with application of benefits including:

25.1 providing information to affected employees on the procedures that will need to be followed in order to qualify for compensation claim;

25.2 assisting with the collection of information that will assist with providing that the employees were occupationally exposed to HIV infected blood; and

25.3 ensuring that all compensation testing is carried out in accordance with Section 7 (2) of the Employment Equity Act.

EMPLOYEE BENEFITS:

26. Infected employees shall not be unfairly discriminated against in the allocation of employee benefits. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

27. Employees who become ill with AIDS shall be treated like any other employee with a comparable life threatening illness with regard to access to employee benefits. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

28. Information from benefit schemes on the medical status of an employee shall not be used by the municipality or any other party. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

29. It must be ensured that any approved medical aid schemes serving the municipality's employees do not unfairly discriminate, directly or indirectly against any person on the basis of his or her HIV status. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

DISMISSAL:

30. The municipality confirms that being HIV positive or having AIDS is not sufficient reason to dismiss an employee. Employees with HIV/ AIDS shall therefore not be dismissed solely on the basis of their HIV status.

31. Where an employee has become too ill to work, the municipality shall follow accepted guidelines regarding dismissals for incapacity before terminating an employee's services. These shall include attempts to adapt the employee's duties, to accommodate the employee's disability and to find alternative employment for the employee. In this regard treatment in accordance with chapter 33 of these regulations dealing with the EAP could play a major role.

32. The municipality shall ensure that as far as possible the employee's right to confidentiality regarding his or her HIV status is maintained during any incapacity proceedings. An employee shall not be compelled to undergo an HIV test or to disclose his or her HIV status as part of such proceedings unless the Labour Court authorised such a test. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

GRIEVANCE PROCEDURES:

33. The municipality shall ensure that the rights of infected employees, and the remedies available to them in event of a breach of such rights, are integrated into existing grievance procedures. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

34. The municipality, through the HR Officer and overseen by the Director Corporate Services, shall create an awareness and understanding of the grievance procedures and how employees can utilise them.

35. Special measures shall be developed to ensure the confidentiality of the complainant during such proceedings, including ensuring that such proceedings are held in private. It is the HR Officer's responsibility to ensure that this is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

MANAGEMENT OF HIV IN THE WORKPLACE:

36. A workplace HIV/ AIDS Policy:

The purpose of this policy is to ensure that infected employees are not unfairly discriminated against. This policy covers:

36.1 The municipality's position on HIV/ AIDS:

The municipality's position is clearly set out in clauses 2 to 7 and other parts of this chapter.

36.2 An outline of the HIV/ AIDS programme:

A specific programme suited to the personal circumstance of the sufferer shall be developed and implemented in respect of every infected employee. Such a programme controlled by the HR Officer shall include:

36.2.1 That the infected employee is not unfairly discriminated against as is described in clauses 7,8,9,10,16,18,19,26,27 and 29 of this chapter.

36.2.2 That all other benefits as is described in clauses 14,15,24,25,26,27,28 and 29 of this chapter that he/ she may be entitled to is claimed and awarded.

36.2.3 The supporting of the infected employee so that he/ she may continue to work productively for as long as possible. This includes the downscaling of jobs as is described in clause 31 and 37 of this chapter as well as possible treatment in accordance with chapter 33 of these regulations.

36.2.4 The protection of the infected employee's right on privacy as is described in Clauses 11, 17 and 21 of this chapter and, if chapter 33 of these regulations applies, in accordance with the stipulations of that chapter.

36.2.5 That if there is any eventual dismissal this is done strictly as is described in clauses 12, 18.11, 30, 31 and 32 of this chapter and, if chapter 33 of these regulations applies, in accordance with the stipulations of that chapter.

36.2.6 That infected employees are assisted with any grievances they may have. Clauses 33 to 35 of this chapter refer.

It is the HR Officer's responsibility to ensure that these principles are strictly adhered to and she shall immediately report non-compliance to the Director of Corporate Services or his alternate.

36.3 Details on employment policies: HIV testing, employee benefits and performance management:

The municipality's position in this regard is set out in clauses 18 and 20 as well as those other clauses that refer specifically to employment policies. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services.

36.4 Express standards of behaviour expected of the municipality and its employees:

8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37 and 38.

It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non-compliance to the Director Corporate Services or his alternate.

36.5 Means of communication within the organisation on HIV/ AIDS issues:

By using the clear directives contained in this chapter the HR Officer shall be the person responsible for the communication process in the municipality and she shall ensure that such process is strictly in terms of this chapter and that it includes, inter alia the following elements:

36.5.1 That the general spirit of this chapter is clearly conveyed to all staff.

36.5.2 That any future guidelines that may be received from outside organisations are conveyed to the council and staff.

36.5.3 That all employees are made aware of the assistance available to infected employees in terms of this chapter as well as chapter 33 of these regulations dealing with the EAP, and any future amendments to it.

36.6 Details of implementation responsibilities:

The HR Officer is the person in the municipality who is responsible for the implementation and proper execution of this policy and any future amendments/ additions.

36.7 Monitoring and evaluation mechanisms:

The Director of Corporate Services, is responsible for the regular monitoring of the execution of this policy as well as investigations into any amendments/ additions that may become necessary.

37. Managing HIV Positive Employees:

37.1 HIV infected employees shall continue to work under normal conditions in their current employment as long as they are medically fit to do so.

37.2 The municipality shall strive to maximise the performance of all employees. This shall include reasonable accommodation for employees who develop conditions associated with HIV/ AIDS to help ensure that they maintain their employment as long as possible as well as, on the request of the affected employee, treatment in accordance with the stipulations of chapter 33 of these regulations dealing with the EAP.

37.3 Employees with HIV or AIDS have the same rights to sick leave as other employees. It is the HR Officer's responsibility to ensure that this principle is strictly adhered to and she shall immediately report non- compliance to the Director Corporate Services or his alternate.

37.4 The municipality, through the HR Officer, shall take all reasonable steps to assist employees with referrals to appropriate health, welfare and psychosocial facilities within the community, if such services are not provided at the workplace. If the infected employee is as participant in the EAP process then such referrals should be done in accordance with the stipulations of that programme as contained in Chapter 33 of these regulations.

WORKPLACE HIV/ AIDS PROGRAMME:

38. The municipality's workplace programme entails the following:

38.1 The holding of regular HIV/ AIDS programmes:

The HR Officer is responsible for the organising of regular HIV/ AIDS awareness programmes in the municipality and may for such purpose make use of the assistance of state departments and NGOs. For such purpose she must, every financial year, ensure that her financial requirements are relayed to the Director Corporate Services for inclusion in the annual budget of the municipality.

38.2 To educate and train staff in respect of HIV/AIDS:

The HR Officer is responsible for the training and education of staff in HIV/ AIDS matters. Such training and education shall include the encouragement of health seeking behaviour so that STDs could be avoided as well as the enforcement of universal infection control measures, e.g. the use of condoms. For such purpose the programmes referred to in clause 38.1 above will obviously be of major importance.

38.3 To promote the distribution and use condoms:

The HR Officer must regularly obtain from the Department of Health a supply of condoms, which must be placed in staff toilets so that they could be taken by staff and any members of the public who visit the toilets. Staff must also be provided with any available information leaflets regarding safe sexual activities.

38.4 The establishment of a wellness programme for employees infected by HIV/AIDS:

By making use of the assistance of the department of Health and relevant NGOs the HR Officer is expected to develop for implementation a wellness programme for employees infected by HIV/ AIDS. Such programme must include all relevant directives contained in this chapter and, when applicable, also the directives contained in chapter 33 of these regulations dealing with the EAP.

38.5 To create an environment that is conducive openness, disclosure and acceptance amongst all staff:

The municipal Manager and his management team shall create an environment that is conducive to openness, disclosure and acceptance of HIV/ AIDS matters as well as infections by staff. All staff are expected to support such endeavours by management and shall learn to be open and empathetic to the consequences of the pandemic and its affects and influences on staff, particularly those staff who are known to be affected or infected by HIV/ AIDS.

38.6 To provide access to counselling and other forms of social support for people affected and infected by HIV/ AIDS:

By using the services offered by the relevant state departments and NGOs the HR Officer shall arrange for the provision of counselling and other forms of social support to employees affected and infected by HIV/AIDS. Such counselling and social support shall take full cognisance of current trends and the directives contained in this chapter and, when applicable, also the guidelines contained in chapter 33 of these regulations dealing with the EAP.

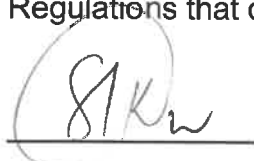
38.7 To regularly monitor, evaluate and review the programme:

The Director Corporate Services is responsible for the regular monitoring of the execution of these policies/ programmes as well as investigations into any

amendments / additions that may become necessary. Such monitoring must be aimed at ensuring the continued effectiveness of such policies and programmes.

CONTRAVENTIONS:

39. It is expected of all employees to strictly abide by the directives in this chapter and any contravention thereof shall be dealt with in terms of chapter 15 of the Staff Regulations that deals with discipline.



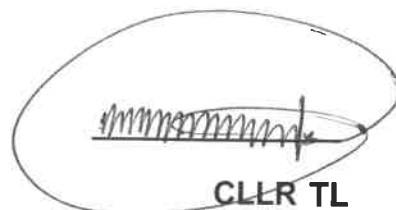
**SL SOKHELA
KUNENE**

MUNICIPAL MANAGER

2019/05/29

APPROVED

DATE



CLLR TL

SPEAKER

APPROVED BY COUNCIL

