



tourism

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WELLNESS MANAGEMENT POLICY

BRANCH: CORPORATE MANAGEMENT

A. POLICY HISTORY

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B. LOCATION OF THE MASTER FINAL VERSION OF THE POLICY

(AFTER SIGNATURE BY THE DIRECTOR - GENERAL)

To facilitate future access and use of the master final version of the Human Resource Policy, the original signed policy will be placed on file in registry; an Adobe Acrobat (a pdf) copy will be placed on the intranet and archived on the Electronic Document Management System (EDMS).

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CHAPTER 1 PROACTIVE WELLNESS PROGRAMMES

1.1 PURPOSE

To promote work-life balance and wellbeing of employees through comprehensive proactive wellness programmes.

1.2 OBJECTIVES

1.2.1 To promote the work-life balance of individual employees in the department.

1.2.2 To create an enabling work environment that enhances productivity.

1.3 DEFINITIONS OF TERMS AND ACRONYMS

1.3.1 **DPSA:** Department of Public Service and Administration.

1.3.2 **Employee:** refers to any person employed in terms of the Public Service Act of 1994, irrespective of the rank or position.

1.3.3 **EHWP:** Employee Health and Wellness Programme.

1.3.4 **EHWP Professional:** a professionally trained person performing in EHW specific related tasks, such as counselling, marketing, and evaluation.

1.3.5 **EHW Service provider:** an organisation or company providing professional services to employees in the department in line with a formal contract.

1.3.6 **EAPA:** Employee Assistance Professional Association.

1.3.7 **External Resource:** any acknowledged resource in the community providing services.

1.3.8 **Financial Wellness:** is the ability to maintain a fully developed and well balanced plan for managing one's financial life that is integrated with personal values and goals

1.3.8 **Health and Wellness Coordinator:** an employee tasked with the responsibility to coordinate the implementation of wellness programmes. The Wellness Coordinator must be professionally trained and registered with a relevant statutory body to perform therapeutic interventions, if not, such cases should be referred.

- 1.3.9 **Intellectual Wellness:** the utilisation of human resources and learning resources to expand knowledge and improve skills.
- 1.3.10 **Intern:** a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.
- 1.3.11 **Manager:** refers to an employee who is responsible for personnel and financial resources allocated to him/her within the department.
- 1.3.12 **Physical Wellness:** promotes taking care of a person's body for optimal health and functioning.
- 1.3.13 **Psychological Wellness:** a dynamic state that is influenced by and influences our physical, intellectual, spiritual and social lives.
- 1.3.14 **Region:** refers to the nine (9) Provinces of the country; i.e. Eastern Cape; Free State; Northern Cape; North West; Gauteng; Mpumalanga; Limpopo; Western Cape; and KwaZulu- Natal.
- 1.3.15 **Senior Manager:** means the designated senior manager at Senior Management Service (SMS) level who is tasked with championing the Employee Health and Wellness Management Programmes in the Department of Tourism.
- 1.3.16 **SOLVE:** the International Labour Organisation (ILO) programme that deals with the management of psychosocial factors such as stress, alcohol and drugs, HIV&AIDS, violence, nutrition, physical activity, healthy living.
- 1.3.17 **Social Wellness:** emphasizes the positive and interdependent relationship with others and nature.
- 1.3.18 **Spiritual Wellness:** refers to integrating beliefs and values with actions; it enhances the connection between mind, body and spirit.
- 1.3.19 **Well-being:** a positive state of emotional and physical wellness.
- 1.3.20 **Wellness:** when an employee is in good shape which results in a high level of performance and productivity
- 1.3.21 **Work-Life Balance:** the achievement of equality between time spent working and one's personal life.
- 1.3.22 **Transformation and Human Resource Consultative Forum:** the consultation and collaboration structure that seeks to ensure that both the employer and employees including organised labour play an active role in the implementation of employment equity and diversity programs.

1.4 LEGISLATIVE FRAMEWORK AND OTHER MANDATES

The policy should be read in conjunction with the following instruments:

- 1.4.1 Occupational Health and Safety Act, No. 85 of 1993 (Regulations for hazardous chemicals substances).as amended
- 1.4.2 Labour Relations Act, No. 66 of 1995 (Chapter VIII and IX) as amended
- 1.4.3 Basic Conditions of Employment Act, No. 75 of 1997(Chapter 2 and 3 Sec 24) as amended
- 1.4.4 Employment Equity Act, No.55 of 1998 (Code of good practice on the aspect of HIV&AIDS)
- 1.4.5 Public Service Act, No. 103 of 1994 (Chapter I) as amended
- 1.4.6 Public Service Regulations, 2016 (Chapter 4, Part 3)
- 1.4.7 Marriage Act, No. 25 of 1961 as amended (Section 3)
- 1.4.9 Civil Union Act, No. 17 of 2006 (Chapter 1)
- 1.4.10 National Health Act, No. 61 of 2003
- 1.4.11 Government Motor Transport 2007 circular 4
- 1.4.12 Government Motor Transport 2007 circular 6
- 1.4.13 National Sports and Recreation Act, No. 110 of 1998 (Section 9 par B&E, Sec 13 par 1, Sec 1)

1.5 WELLNESS PRINCIPLES

- 1.5.1 **Confidentiality:** individual and group issues, as well as sensitive cases shall be attended to by trained and professionally registered EHW Coordinator(s) and treated as personal and with confidentiality. In case employees' cases require management intervention, a written consent from the employee will be required.
- 1.5.2 **Professionalism:** only registered professionals are allowed to provide therapeutic interventions.
- 1.5.3 **Professional conduct:** as far as possible the generic principles of respect for autonomy, beneficence, focus across levels of occupational category and distributive justice will guide the actions of all professionals working in the field of wellness.

- 1.5.4 **Policy coherence:** policy measures should promote cohesiveness and not contradict the measures of other related policies in the department.
- 1.5.5 **Coherence of models:** the service delivery models should offer the same package to employees in spite of in-house and integrated EHW models.
- 1.5.6 **Programme coherence:** the programmes that are offered should not contradict each other within the department.
- 1.5.7 **Affirmative action:** the programme should be responsive to the needs of designated employees such as people with disabilities and women.
- 1.5.8 **Voluntary participation:** the participation of employees in wellness programmes is voluntary.
- 1.5.9 **Adaptability and flexibility:** the programme should be adapted to the actual needs of the employees and flexible to address employees from different race groups and gender as well as levels of occupational category.

1.6 WELLNESS PROACTIVE PROGRAMMES

1.6.1 Physical Wellness Programme

- 1.6.1.1 Promotes a healthy lifestyle to sustain physical wellness through health education and health promotion.
- 1.6.1.2 Provides access to health screening services.

1.6.2 Psycho-Social Wellness Programme

- 1.6.2.1 Provides a stress free working environment through the promotion of stress management programmes.
- 1.6.2.2 Promotes financial wellness through the financial wellness programmes.
- 1.6.2.3 Maintains a substance free working environment through the substance awareness programmes.
- 1.6.2.4 Promotes a healthy lifestyle of employee (s) that has/have substance dependency through workplace counselling and making referral to the rehabilitation centres for rehabilitation.

1.6.3 Organisational Wellness Programme

- 1.6.3.1 Maintains a workplace that is free from violence through the violence prevention programme.
- 1.6.4 Work-Life Balance
 - 1.6.4.1 Promotes flexibility and designs work-life balance programmes which addresses the needs of employees in order to enhance high level of productivity and motivation.
 - 1.6.4.2 Develops and implements pre-and post-retirement programmes for elderly employees.
- 1.7 ROLES AND RESPONSIBILITIES
 - 1.7.1 Senior Manager of the unit
 - 1.7.1.1 Develop, plan and put structures in place for holistic wellness management programmes.
 - 1.7.1.2 Ensure the provision of resources and wellness facilities for the implementation of wellness programmes.
 - 1.7.1.3 Monitors and evaluates the implementation of the wellness programmes.
 - 1.7.1.4 Develop and manage the implementation of the service standards for wellness services.
 - 1.7.1.5 Promote ethical professional compliance to EHW coordinator.
 - 1.7.1.6 Manage the coordination of proactive programmes which include physical, psycho-social organisational wellness and work-life balance programmes.
 - 1.7.1.7 Convene meetings where possible with relevant stakeholders to promote effective and efficient coordination of wellness programmes.
 - 1.7.1.8 Generate Employee Health and Wellness Management reports
 - 1.7.2 Employee Health and Wellness Unit
 - 1.7.2.1 Plans and coordinates wellness programmes according to EHW operational plan, strategy and budgetary guidelines.
 - 1.7.2.2 Comply with ethical professional code of conduct as outlined by his/her statutory body.
 - 1.7.2.3 Coordinate the implementation of proactive wellness programmes, projects and interventions through physical, psycho-social, organisational and work-life balance programmes in the department.
 - 1.7.2.4 Compile reports, statistics and results on the implementation of wellness proactive programmes.

- 1.7.2.5 Liaise with key stakeholders for the effective and efficient coordination of wellness programmes in the department.
- 1.7.2.6 Coordinate health screening services and wellness initiatives to build staff health profile.

- 1.7.3 Employee
 - 1.7.3.1 Take responsibility for his/her own health by voluntarily participating in wellness programmes.
 - 1.7.3.2 Promote self-management and life skills towards achieving personal health, motivation, and attitudinal change.
 - 1.7.3.3 Make use of the departmental wellness facilities and services.

- 1.7.4 Transformation and Human Resource Consultative Forum
 - 1.7.4.1 Make recommendations on the status of the Wellness Management Policy.
 - 1.7.4.2 Analyse statistics and information on the operation of the EHW Unit.
 - 1.7.4.3 Address barriers that affect the implementation of the wellness programmes in line with Affirmative Action Measures.

- 1.7.5 Line Managers
 - 1.7.5.1 Identify their employees who need support and refer them to EHW or / and Health Care Institutions for support.
 - 1.7.5.2 Provide support to their employees on their psycho-social conditions and empower them with appropriate information.

- 1.8 RECORD KEEPING**
 - 1.8.1 Written reports will be treated as confidential, with feedback limited to the relevant managers / supervisors should it be necessary and with the concerned employee's consent to such an arrangement. No document will be put on the employee's personal file.
 - 1.8.2 The unit will supply the Director: Human Resource Utilisation and Employee Health and Wellness with a quarterly report containing particulars on utilisation, results and costs of the EHW. The report will not contain any personal information, except under circumstances of shared confidentiality.

1.9 EXCEPTIONAL CIRCUMSTANCES

Any deviations or amendments to this policy due to exceptional circumstances shall be analysed, recorded and recommended by the Director: Human Resources Utilisation and Employee Health and Wellness, **in consultation with the Deputy Director-General of the affected Branch, for consideration and approval by the Director-General.**

1.10 MONITORING AND EVALUATION

The implementation of this policy shall be monitored and evaluated by the Director: Human Resource Utilisation and Employee Health and Wellness and the Transformation and Human Resource Consultative Forum to assess its effectiveness by using monitoring and compliance reports.

1.11 REVIEW OF THE POLICY

The policy will be reviewed as and when the need arises.

CHAPTER 2 EMPLOYEE ASSISTANCE PROGRAMME (EAP)

2.1 PURPOSE

To assist employees in the identification and resolution of productivity related challenges which are impaired by personal concerns, *inter alia* health, marital, family, financial, substance, legal and emotional issues that adversely affect their job performance.

2.2 OBJECTIVES

- 2.2.1 To timeously identify, assess and refer employees experiencing personal problems and poor work performance for specialised treatment, either internal or external services for successful re-integration into the working environment.
- 2.2.2 To provide EAP that is aimed at assisting performance impaired employees to improve their efficiency and quality of work-life.
- 2.2.3 To prevent a decline of work performance from employees with normally satisfying job performance and potential.
- 2.2.4 To render a confidential and constructive service to every employee who is experiencing any form of personal difficulties, be it physical, personal, financial, legal and psycho-social such as substance dependency, depression as well as emotional challenges.
- 2.2.5 To analyse and evaluate the programme functions, policy and operations and make adjustments where possible.

1.5

2.3 DEFINITIONS OF TERMS AND ACRONYMS

1.6

- 2.3.1 **Employee Assistance Programme (EAP):** a worksite based programme that is aimed at improving the quality of life of all employees.
- 2.3.2 **Employee Assistance Professional or Practitioner(s):** a professionally trained person performing EAP specific related tasks, such as counselling, marketing, analysis and evaluation.

- 2.3.3 **Intervention:** therapeutic and professional guidance to any employee in order to overcome his / her problem.
- 2.3.4 **Trauma:** reaction of an employee to a serious incident, causing psychosocial and/or physical injury.
- 2.3.5 **Treatment:** conversation with a troubled / impaired employee by exploring his / her feelings and guiding him / her through a process of recovery.
- 2.3.6 **Troubled employee:** an employee suffering any personal or work related problem resulting in a lack of optimal economic and social functioning.

2.4 **EAP PRINCIPLES**

The Employee Assistance Programme upholds and promotes the recognition and implementation of the principles stated here under:

2.4.1 **Confidentiality**

- 2.4.1.1 Personal information of employees utilising the EAP service shall be treated in a confidential manner.
- 2.4.1.2 EAP Professionals shall be sensitive to the differences existing between confidentiality and shared confidentiality. The latter might be necessary among those assisting the client.
- 2.4.1.3 Shared confidentiality can be applied in case the employee gives consent to the EAP Professional for his or her problem to be shared or in case the employee's problem requires management intervention. A written consent from the employee will in this case be required.
- 2.4.1.4 EAP Professionals may only be required to divulge information under the following circumstances, 1) where public life and the safety of the employee or other employees is endangered (suicidal or homicidal risk), 2) fraud, 3) abuse and violence; 4) crime incidents, and 4) only when it is compelled and permitted by law.

2.4.2 **Neutrality**

- 2.4.2.1 EAP will maintain neutrality in relation to the interests of both management and staff, representing the interests of both sides at all times.
- 2.4.2.2 The status of the EAP staff is that of advisors, concerned primarily with safeguarding and improving the well-being of employees, while enhancing organizational effectiveness at the same time.
- 2.4.2.3 The programme will not become enmeshed in the traditional interface between management and employees and will not clash with the existing administrative procedures.

2.4.3 Voluntary Participation

- 2.4.3.1 Participating in the programme will be voluntary, without denying managers and supervisors the prerogative of formally referring employees to the EAP.
- 2.4.3.2 Employees should however, make their own decisions regarding the utilisation of the programme.

2.4.4 Free from Stigmatisation

- 2.4.4.1 Employees will be able to participate in the EAP without pressure, stigma or judgment. Use of the program carries no negative implications for job security or future advancement. Employees making use of the EAP should not be victimised or discriminated against in any way.

2.4.5 Impartiality

- 2.4.5.1 The focus of the EAP is on timely identification, assessment, and referral of troubled employees / underachievers to specialist treatment (internal or external services) for successful reintegration into the work place, not the termination of employment.
- 2.4.5.2 Participation in the EAP will not jeopardise an employee's current employment, promotional opportunities, career development, job security, and will not be a basis, in itself, for discipline.

2.4.6 Equal and Dignified Treatment

2.4.6.1 Employees utilising services will be treated equally and with dignity.

2.4.6.2 The programme will treat members and deal with their problems whilst taking their cultural, religious, spiritual practices and affiliation into account.

2.4.6.3 The EAP recognises the need for granting of leave for the purpose of counselling and / or treatment in line with the Departmental Leave Policy. Therefore, the existing agreements covering employee health benefits are applicable.

2.4.7 Prevention of Abuse

2.4.7.1 Whilst the Department is committed to the provision of the services in the EAP, there is also a need to prevent abuse of the programme. In this regard, employees and other stakeholders have the responsibility of ensuring that the EAP is not abused.

2.4.7.2 Employees, who default on a treatment or rehabilitation course, refuse to comply with counselling or do not keep appointments will be removed from the programme.

2.4.7.3 If a manager or supervisor interferes with or disrupts the utilization of the service by an employee and the employee is unable to resolve it directly with the manager or supervisor, the employee has the right to take up the matter with the next higher level of authority.

2.5 ROLE PLAYERS

2.5.1 The role of Employee Assistance Professional(s)

2.5.1.1 Establish a well-designed, comprehensive programme that offers remedy in a supportive environment to promote the psycho-social wellbeing of employees to subsequently contribute to an improved work performance.

2.5.1.2 Assist employees in assessing the nature of their concerns and to help them in their difficulties in order to improve their work performance.

2.5.1.3 Consult and educate managers, supervisors and affected employees to identify and resolve workplace and individual challenges through clinical assessment, the refer process and rendering follow-up services on referred cases.

- 2.5.1.4 Make appropriate and relevant referrals for diagnosis, treatment and support.
- 2.5.1.5 Render confidential, relevant and timeous problem- assessment and interventions.
- 2.5.1.6 Form partnership between EAP, community resources and private professional service provider(s) that render related services.
- 2.5.1.7 Provide critical incident response services that include both a proactive and reactive approach.
- 2.5.1.8 Recommend suitable alternative placement for troubled employees with ill-health conditions in collaboration with the Directorate: Human Resource Administration.

2.5.2 The role of the senior manager of EHW

- 2.5.2.1 Develop strategies and plans for a comprehensive EAP for the department.
- 2.5.2.2 Provide necessary resources including budget for the implementation of the EAP.
- 2.5.2.3 Liaise with, manage and monitor the EAP service provider(s), if any.
- 2.5.2.4 Plan interventions based on employee behavioural risk and needs analysis.
- 2.5.2.5 Monitor and evaluate implementation of EAP interventions.
- 2.5.2.6 Promote competence development of the EAP practitioners.
- 2.5.2.7 Obtain stakeholder commitment towards the implementation of the EAP.
- 2.5.2.8 Ensure that EAPs are operating within their professional code of conduct.
- 2.5.2.9 Ensure that the EAP unit develops EAP service standard and service commitment for the department.

2.5.3 The role of manager(s) and supervisor(s)

- 2.5.3.1 Identify a troubled employee through deteriorating work performance and refer him/her to EAPs for assistance.
- 2.5.3.2 Conduct an interview with the troubled employees in order to establish the need for support and indicate the availability of EAP resources, and further provide continued support to improve performance.
- 2.5.3.3 Conduct a personal interview with employees that tender notice for the termination of their service and an interview shall be conducted to determine whether the underlying reasons could be addressed through professional intervention.
- 2.5.3.4 Ensure that concerned employees are secure in their jobs and employment opportunities are not jeopardised by an employee's request and/or referral for EAP support.

- 2.5.3.5 Refrain from making any diagnosis and judgement regarding the employee's issues.
- 2.5.3.6 Maintain shared confidentiality with EAP and other affected officials within the unit.

2.5.4 The role of the Transformation and Human Resource Consultative Forum

- 2.5.4.1 Oversee the implementation of the Wellness Management Policy and EAP programmes in the department.
- 2.5.4.2 Make recommendations to the employer regarding any policy matter and implementation procedures that adversely affect employees in the department.
- 2.5.4.3 Keep record of each recommendation on EAP matters and present them to the employer in a confidential manner.
- 2.5.4.4 Discuss EAP related incidents and conditions that have a negative impact on the psychosocial wellbeing of employees in the department.
- 2.5.4.5 Serve as a vehicle of communication to promote the utilisation of EAP in the department.

2.5.5 The role of employee(s)

- 2.5.5.1 Take initiative to refer him / herself to the EAP service for support, when the need arises.
- 2.5.5.2 Conduct self-assessment in relation to job performance and utilise EAP services to enhance optimal performance and productivity in the workplace.
- 2.5.5.3 Make use of the EAP resources and services provided in the department.

2.5.6 The role of labour representative(s)

- 2.5.6.1 Represent employees in the workplace on matters that require EAP support.
- 2.5.6.2 Ensure that concerned employees utilise EAP effectively to address their needs.
- 2.5.6.3 Participate in the EAP empowerment programmes that aim to address employees' problems.

2.5.7 The role of line manager(s)

- 2.5.7.1 Identify their employees who need support and refer them to EHW or / and Health Care Institutions for support.
- 2.5.7.2 Provide support to their employees on their ill-health conditions and empower with appropriate information.

2.6 REFERRAL PROCEDURES

- 2.6.1 Employees shall access the EAP services in the department by applying the following referral methods:
- 2.6.1.1 **Self-referral:** an employee refers him or herself to the EAP by calling the Toll-Free Line or accessing the EAP Office for assistance.
- 2.6.1.2 **Peer-referral (informal):** a colleague, supervisor, manager and family member can refer for EAP services without expecting feedback, after receiving consent from the official in question.
- 2.6.1.3 **Formal-referral:** a manager writes a strong motivation or recommendation to an EAP service provider for EAP intervention, based on employee(s)' poor job performance which have documented evidence, after receiving consent from an official. EAP formal referral form must be completed indicating key areas of concern.

2.7 POLICY IMPLEMENTATION

- 2.7.1 The EAP counselling shall be conducted by the EAP qualified and registered professional in line with his or her professional skills and knowledge on brief solution therapy in the workplace.
- 2.7.2 EAP cases shall be referred to the Deputy Director: Employee Health and Wellness for case administration and management. All formally EAP referred shall be dealt in accordance with formal referral form as indicated in ANNEXURE B of this policy.
- 2.7.3 In case the department adopt the integrated EAP Model, the external matters which *inter alia* include psychotherapy, hospitalisation due to major mental illness and any other psychiatric conditions and rehabilitation due to substance dependency shall be dealt with in line with the EAP guidelines for referrals regarding specialised therapeutic intervention(s).

2.8 RECORD KEEPING

- 2.8.1 Written reports will be treated as confidential, with feedback limited to the relevant managers / supervisors should it be necessary and with the concerned employee's consent to such an arrangement. No document will be put on the employee's personal

file.

- 2.8.2 The Sub-Directorate: Employee Health and Wellness will supply the Director: Employee Relations, Health and Transformation with a quarterly report containing particulars on utilisation, results and costs of the EHW. The report will not contain any personal information, except under circumstances of shared confidentiality.

CHAPTER 3: BEREAVEMENT MANAGEMENT

3.1 PURPOSE

The Department of Tourism is an employer that considers its employees as the most valuable assets. In the event of the death of an employee and employee's immediate family member(s) the department shall pay its last respect and show a token of gratitude for services rendered by the employee and show support to employee's families in times of bereavement.

3.2 OBJECTIVES

3.2.1 To provide guidelines on how to deal with the funeral attendance in support of the bereaved employee(s) and employee(s) immediate family members, as determined by the Government Motor Transport 2007 circular 6.

3.2.2 To provide support during the death of an employee and his/her spouse and immediate family member(s) in a form of counselling services, condolences and contributions.

3.3 DEFINITION AND ACRONYMS

3.3.1 **Component:** refers to the affected Chief Directorate in the Department

3.3.2 **Employee:** refers to any person employed in terms of the Public Service Act of 1994, irrespective of the rank or position.

3.3.3 **Immediate Family:** refers to employee(s)' spouse, partner, biological **and adopted** children

employees' biological parents and adoptive parents **and siblings**.

3.3.4 **Intern:** is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.

3.3.5 **Manager:** refers to an employee who is responsible for his/her personnel

and financial resources within the Department (in cases of employee(s)' death and /or their immediate family members, he/she is regarded as a responsible manager in this regard).

3.3.6 Region: refers to the nine (9) Provinces of the country; i.e. Eastern Cape; Free State; Northern Cape; North West; Gauteng; Mpumalanga; Limpopo; Western Cape; and KwaZulu- Natal.

3.3.7 Retired employee: An employee who has served the Department of Tourism for at least 18 months and retired from the Department whereafter he/she deceased within 5 years from retirement.

3.4 SCOPE OF APPLICATION

The policy will be applicable to all departmental employees as defined in the Public Service Regulations, contract workers, temporal workers and interns while still appointed by the Department of Tourism. Some parts of the policy will apply to employees' immediate family members.

3.5 DEATH NOTIFICATION

In the event of the death of employee, retired employee, intern:-

3.5.1 The responsible manager shall immediately inform the Chief Director: Human Resource Management and Development of the date of death, as well as the home address of the immediate family member for the purpose of expediting payment of service benefits.

3.5.2 A card of condolence on behalf of the department shall be prepared by the Directorate: Human Resource Utilisation and Employee Health and Wellness in collaboration with the Directorate: Corporate Communication, signed by the Director-General and forwarded to the designated Liaison Officer to be handed to the bereaved family as a sign of sympathy.

3.5.3 The responsible manager shall inform the Employee Health and Wellness Unit for communication in the department after liaising with the bereaved family.

In the event of the death of the spouse and immediate family member of an employee:-

3.5.4 The responsible manager shall nominate an employee from the affected unit who shall serve as a Liaison Officer between the department and the family of the deceased. Such Liaison Officer is to obtain information regarding the date, time and place of the funeral.

3.5.5 The responsible manager shall inform the affected Branch with the permission of the bereaved member(s). Communication of the death of an employee's immediate family member shall be limited to the Branch. However, as per officials consent the Branch may distribute the death notice to the entire departmental staff within the Department.

3.6 MEMORIAL SERVICE

In the event of the death of an employee, retired employee, intern:-

3.6.1 The memorial service shall be arranged with due consideration of the bereaved family's wishes. The Directorate: Human Resource Utilisation and Employee Health and Wellness in collaboration with the Directorate: Corporate Communications shall coordinate the event.

3.6.2 The appointed Liaison Officer shall be in constant contact with the family as the service is being organised.

3.6.3 The affected unit shall from its own budget provide refreshments for the bereaved family at a cost of not more than R 2000.00.

3.6.4 The Directorate: Human Resource Utilisation and Employee Health and Wellness shall, in collaboration with the Directorate: Corporate Communication be responsible for the development of the memorial service program and the bereaved family will always be consulted during the whole process. The sympathy cards will be signed with comforting messages from the department and the cards may be signed by the respective units.

3.7 TRANSPORT ARRANGEMENTS

3.7.1 TRANSPORT FOR THE EMPLOYEES TO THE MEMORIAL SERVICE

3.7.1.1 In the event that a suitable internal venue is not available, the memorial shall be arranged in the vicinity of the Department. The Branch Manager to the affected unit shall authorise transport ~~limited to a 60 seater bus~~ for up to 60 interested staff, to and from the venue

organised by the Department. In case of family cultural and religious practices, the family may organise the venue that will meet their needs. ~~Officials are not entitled to claim for subsistence and travelling allowance.~~

~~3.7.2 TRANSPORT FOR THE BEREAVED FAMILY TO THE MEMORIAL SERVICE (See Transport Circular)~~

~~In the event of the death of an employee, retired employee, intern:-~~

~~3.7.2.1 Transport shall be provided for the family to and from the venue of the memorial service and the affected Unit shall be responsible for transport costs.~~

~~3.7.2.2 Transportation of the family delegation within 300 kilometers where the department is situated shall be limited to not more than four (4) members. In case the bereaved family is situated for more than 300 kilometers from the Department the family delegation shall be limited to not more than two (2) members.~~

~~3.7.2.3 Family delegates shall be required to sign the indemnity form prior to utilising the transport (See indemnity form attached as Annexure C). In the event of an accident: family delegates may be able to claim from the Road Accident Fund.~~

3.7.3 TRANSPORT FOR THE DEPARTMENTAL DELEGATION

~~In the event of the death of an employee, retired employee, intern(s):-~~

3.7.3.1 The **Branch Manager to the** affected unit shall appoint up to five (5) delegates to visit the bereaved family immediately after the death announcements. In case the bereaved family is situated more than 300 kilometers from the department, the affected unit shall appoint up to two (2) officials to visit the bereaved family.

3.7.3.2 All members who make up the delegation must obtain prior permission from their respective supervisors.

3.7.3.3 Transport should be provided for the delegation except MMS and SMS members who structured for car allowance. However, in instances where delegates have to fly the affected unit shall incur the transport costs.

3.7.4 TRANSPORT FOR EMPLOYEES TO THE FUNERAL

In the event of the death of an employee, a retired employee, intern:-

- 3.7.4.1 ~~——~~ The relevant Branch Manager to the affected unit shall authorise transport ~~limited to a 60-seater bus~~ for up to 10 staff members to attend the funeral, for distances up to 300 kilometers. Priority shall be given to immediate colleagues of the deceased employee. Approvals shall include the details of all travelers.
- 3.7.4.2 In case the funeral is held as early as 06h00 in the morning and at more than 300 kilometers, the affected unit shall pay the transport, accommodation and meals for up to five (5) delegated officials attending the funeral on behalf of the Department.
- 3.7.4.3 In case the funeral is held within less than 300 kilometers from the department, the affected Unit shall not be responsible for accommodation and meals.
- 3.7.4.4 Employees using the **common transport** are doing so at their own risk and the department shall not be liable for any eventuality that may occur thereof.
- 3.7.4.5 Employees utilising the arranged official transport for the funerals and memorial services shall be required to sign the indemnity form prior to utilising the transport (See indemnity form attached as Annexure C). In the event of an accident employees may be able to claim from the Road Accident Fund.
- 3.7.4.6 Officials are not entitled to claim for subsistence and travelling allowance.
- 3.7.4.7 Budget availability shall be considered when approving transport requests to all funerals.

In event of the death of an employee's immediate family member:

- 3.7.4.6 Employees shall pay for their transport and accommodation in their private capacities.
- 3.7.4.7 Employees wanting to attend the funeral service must make prior arrangements with their respective supervisors, if the funeral is conducted during working hours.
- 3.7.4.8 Supervisors should exercise their discretion to give time-off to their employees to attend the funeral, if the funeral service is conducted during working hours.

In the event of the death of a retired employee:

- 3.7.4.9 The department unit shall provide transport for up to five (5) officials to attend the funeral if held up to 300 kilometers from the department. In case the funeral is held as early as

06h00 in the morning and at more than 300 kilometers, the affected unit shall pay the transport, accommodation and meals for up to two (2) delegated officials attending the funeral on behalf of the Department. Approval requests for transport shall include the details of travelers and shall be authorised by the relevant Branch Manager.

3.8 LEAVE ARRANGEMENTS

- 3.8.1 Appointed delegates who attend the funeral and departmental delegation during working hours shall be regarded as on duty.
- 3.8.2 Employee(s) who want to attend the funeral during working hours shall seek permission from their respective supervisors for time-off.
- 3.8.3 Employee(s) who want to attend the funeral which takes more than 4 hours of the working hours are required to sign an annual leave application.
- 3.8.4 In case employees attend the funeral over the weekend and outside the Gauteng region they shall not be entitled to overtime and travelling and subsistence allowances.

3.9 INJURIES, LOSSES AND DAMAGES

- 3.9.1 All employees attending the funeral and the departmental delegations on official transport including MMS and SMS should sign indemnity forms prior to their trip undertaking and therefore the Department shall not be held responsible for any losses and damages.

3.10 CONDOLENCES AND DONATIONS

In the event of the death of an employee, retired employee, contract worker, temporal worker, intern:

- 3.10.1 The designated Liaison Officer may collect voluntary donations and condolence cards from individual employees.
- 3.10.2 Other components may also be requested to make voluntary contributions for the deceased employee / bereaved employee whose immediate family member passed away.

- 3.10.3 The manager from the affected unit shall ensure the effective management and recording of these contributions through the use of the collection register.

3.11 BEREAVEMENT COUNSELLING

- 3.11.1 Within 48-72 hours of receipt of the notification of death of an employee, the Employee Health and Wellness Unit shall conduct voluntary group debriefing session to the affected staff members, as per need.
- 3.11.2 Affected immediate family members who need counselling services and ongoing emotional support shall be assisted by the Employee Health and Wellness Unit.
- 3.11.3 Bereavement counselling for employees who are in need of emotional support following the loss of an immediate or extended family member or a friend or acquaintance shall be provided by the Employee Health and Wellness Unit on request.

3.12 DOCUMENTATION FOR PENSION BENEFITS

- 3.12.1 In case the family of the deceased have not provided the Directorate: Human Resource Administration and Labour Relations with the necessary documentation, the liaison officer shall arrange with the deceased's family for such necessary documents to be made available to the Directorate: Human Resource Administration and Labour Relations component in order to process the pension and funeral benefits as determined by the Government Employee Pension Fund Scheme.
- 13.12.2 The following necessary information and documents must be supplied:
- 13.12.2.1 Name/names of beneficiary
- 13.12.2.2 Postal and physical address
- 13.12.2.3 Date of death
- 13.12.2.4 Death certificate
- 13.12.2.5 Z143 (spouse's application for pension) if the deceased officer was married
- 13.12.2.6 Proof of birth (ID's of all dependants)
- 13.12.2.7 Marriage certificate

13.12.2.8 Letter of executorships

CHAPTER 4: SPORTS AND RECREATION PROGRAMME

4.1 PURPOSE

The purpose of this policy is to regulate the participation of employees in the sports and recreation activities of the Department of Tourism. It also seeks to promote employees' health and fitness, through the high quality, worker centered corporate recreation programs, which are characterized by responsible and broad-based active physical participation and corporate social cohesion.

4.2 OBJECTIVES

- 4.2.1 To create a positive environment that is conducive for active participation of staff members in activities that advance the course of corporate sports and recreation.
- 4.2.2 To regulate the participation of employees in sports and recreation to support their morale and health.
- 4.2.3 To ensure that employees are prepared for their daily tasks, opportunities must be created to enable employees to function at optimal level, both physically and mentally.
- 4.2.4 To establish and maintain the existence of sports and recreation.

4.3 DEFINITIONS OF TERMS AND ACRONYMS

- 4.3.1 **Athlete:** means any person who participates in any sporting activity in the department.
- 4.3.2 **Championship:** means a sports event organized by the Department where employees participate against each other or /and other organizations.
- 4.3.3 **Contract Worker:** refers to a person who is engaged into a mutual agreed contract with the Department for a specific period of time.
- 4.3.4 **Corporate Recreation:** means organized recreational activities in which workers voluntarily and consciously participate for the purpose of improving their general health, social well-being and skills for the benefit of society.
- 4.3.5 **DPSA:** Department of Public Service and Administration.

- 4.3.6 **Employee:** refers to any person employed in terms of the Public Service Act of 1994, irrespective of the rank or position.
- 4.3.7 **Graduate Intern:** is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.
- 4.3.8 **Helper:** means an employee who assists a disabled employee to participate in a sporting code and who enjoys the same privileges as the disabled employee whom he or she assists.
- 4.3.9 **RAF:** Road Accident Fund.
- 4.3.10 **SRSA:** Sports and Recreation South Africa
- 4.3.11 **SASC:** South African Sports Commission.
- 4.3.12 **Sport:** means activities that require a certain level of physical fitness in which athletes at amateur level compete in a structured or unstructured environment for the purpose of declaring a winner.
- 4.3.13 **Sport code:** means a sport set out by the DPSA and SRSA from time to time for which events are organised by the recognised sport's governing body.

4.4 **SCOPE OF APPLICATION**

The policy will be applicable to all departmental employees as defined in the Public Service Regulations while still appointed by the Department of Tourism.

4.5 **PARTICIPATION IN OFFICIAL SPORT AND RECREATION**

- 4.5.1 Employees may participate in the departmental sports activities of their choice (including the Choir) on voluntary basis.
- 4.5.2 An employee is regarded as being on special leave authorized by the supervisor in line with the Departmental Special Leave Policy, to:
- 4.5.2.1 Participate in sports and recreation that is recognised by the South African Sport Commission (SASC) and Olympic Commission; Department of Public Services and Administration and Department of Sport and Recreation.

4.6.2.2 Participate as a competitor, coach, manager or official at a national sporting and recreation event or against a foreign team.

4.5.6 Participate in a match or competition, either as an athlete, technical officer, official or helper.

4.6 PARTICIPATION IN COMMERCIALISED SPORT AND RECREATION ON A PROFESSIONAL BASIS

4.6.1 Departmental teams and employees who enter into competitions and championships on a professional basis must apply for annual leave for the time he or she will be absent from his or her workplace, as per departmental Leave Policy.

4.6.2 If an employee sustains an injury while competing on professional basis, that injury will not be regarded as an injury on duty.

4.7 SPORTS AND RECREATION PRACTICE

4.7.1 If an employee attends sports and recreation meeting of a sporting code that is not recognised in the Public Service, he or she must take annual leave or enter into a service arrangement with his or her supervisor.

4.7.2 Captains or their proxy may utilise 10 working days to attend official sports meetings in respect to the sporting codes that are practiced in the Public Service will be considered to be on duty.

4.7.3 The department shall not be responsible for the refreshments for official sports and recreation practices.

4.8 SPORTS AND RECREATION ACTIVITIES

4.8.1 The Chief Director: Human Resource Management and Development shall approve / disapprove all sports games with other departments or organisations, including after hours and weekends.

4.8.2 The application for approval of the sporting and recreational activities should be made by the captains in consultation with the Departmental Sports Coordinators. The application

form shall be utilised to apply for approval to the Chief Director: Human Resource Management and Development (see attached Annexure D).

4.8.3 The department shall provide transport to and from the venue to the participants for all approved games and recreation activities including after hours and weekends.

4.8.4 Any approved sports and recreation after hours and weekends shall not be regarded as overtime.

4.9 EVENTS REGARDED AS PART OF THE CHAMPIONSHIPS; TOURNAMENTS AND CHOIR FESTIVALS

4.9.1 A sports coordinator must obtain authorisation from the Chief Director: Human Resource Management and Development to participate on a tournament on a specific sporting code. If the Chief Director: Human Resource Management and Development approves the tournament, the relevant sports coordinator should inform relevant employees about the upcoming tournaments through internal communication.

4.9.2 Employees who want to participate in that specific sporting code should submit their names to the relevant sports coordinator, through their managers as soon as required by the coordinator.

4.10 INVITATIONS AND INDEMNITY

4.10.1 The department may invite sports teams of other organisations to compete against teams of the department provided that such department indemnifies the department against any sports injury which a team member of another organisation might suffer during such competitions.

4.10.2 The department will not be held liable for any damage that teams from other organisation might cause or suffer at such events.

4.11 UTILISATION OF TRANSPORT

4.11.1 The department shall be responsible for transporting sports participants through the Director: Human Resource Utilisation and Employee Wellness' budget during Sports and Recreation activities.

- 4.11.2 The Director: Human Resource Utilisation and Employee Wellness shall authorise the use of official transport for approved sports activities if it is within the delegated financial delegations. In case the sports and recreation competitions are out of the headquarters the department shall pay for the transport; meals and/or accommodation for participants only.
- 4.11.4 Employees using their own transport do so at own risk and the Department will not be liable for any damage that may occur.
- 4.11.5 Employees utilising the arranged official transport shall be required to sign an indemnity form prior to utilising the transport. The indemnity form was approved by the Departmental Legal Services and is attached as **ANNEXURE E**.

4.12 HUMAN RESOURCE MATTERS

4.12.1 MEMBERSHIP AND SPORTS ATTENDANCE

- 4.12.1.1 Employees who want to participate in the Departmental Sport and Recreation shall enlist their names **through their managers** to the respective Departmental Sport and Recreation Coordinators.
- 4.12.1.2 Sport and Recreation Coordinators shall be responsible for enlisting; updating and keeping attendance registers.
- 4.12.1.3 Participants are not allowed to wear their Sport and Recreation attire when performing their official duties.
- 4.12.1.4 Should an employee be granted permission to attend sports activities, but fail to attend; he/she should submit a written report the next day, (or the following official working day if next day falls on a Weekend or on official holiday), to his/her supervisor and Sports and Recreation Coordinator.
- 4.12.1.5 In case the employee leaves the department through transfer, resignation, or retirement, his or her membership will automatically be terminated.

4.12.2 SPORTS AND RECREATION TIME

- 4.12.2.1 Employees who participate in the Departmental Sports and Recreation (including the Choir) shall be given at least two (2) hours fortnightly, every Wednesdays from 14h00 –

16h00 (except Public Holidays) to participate in sports and recreation training, activities and competition.

- 4.12.2.2 Employees must seek their supervisors' permission. Supervisors are expected to apply their minds responsibly, taking into consideration matters of priority, (without losing focus of the strategic importance of a healthy mind and body in an organisation), when deciding whether to approve or disapprove requests for employee(s) to partake in a sports or recreational activity.
- 4.12.2.3 Sport and recreation coordinators shall be responsible to monitor the attendance of registered participants within the specific officially allocated time.
- 4.12.2.4 Should employees engage themselves in sports and recreation practices after hours and on weekends, they do so at their own risk and they shall not be duly compensated.

4.12.3 INJURIES DURING SPORTS AND RECREATION EVENTS

- 4.12.3.1 Injuries sustained whilst training, playing, participating, travelling and engaging in departmental Sports and Recreation activities that are approved by the department shall be processed in line with the Compensation for Occupational Injuries and Diseases Act No 130, 1998 Section 6(A)(b) – Annexure 13 (W.Cl.2 form).
- 4.12.3.2 The injured official should report the injury immediately to the supervisor / sports coordinator. In case of injuries that require medical practitioner's attention official(s) must complete Annexure 13 (W.Cl.2 form) and the report will be processed by the Directorate: Human Resource Administration and Employee Relations – Service Benefits to the Compensation Commissioner in line with the Compensation for Occupational injuries and Diseases Act No 130 of 1993.
- 4.12.3.3. The department will not be liable for any damages or losses excluding injuries (as per par. 4.12.3.1 and 4.12.3.2) that may arise from travelling, accommodation and participation in the approved Sports and Recreation activities. All participants shall be required to sign the indemnity form before participating and before undertaking any approved Sports and Recreation related trips and activities. Each participant is expected to complete his or her form which is attached as **ANNEXURE E**.

4.12.4 TRAINING AND DEVELOPMENT

The Director: Human Resource Utilisation and Employee Health and Wellness may in line with learning and development policy facilitate the organisation of sports and recreation related training.

4.13 SPORTS AND RECREATION EQUIPMENT AND FACILITIES

- 4.13.1 The need for the procurement of sporting gear and equipment shall be approved by the Director: Human Resource Utilisation and Employee Health and Wellness if it is within the delegated financial delegations and by the Chief Director: Human Resource Management and Development and above if not within the Director's jurisdiction (such as soccer, netball, volley-ball kits, choir attire, soccer balls, whistles, stop watches, chess boards and pieces, table tennis equipment, gymnasium equipment, pulse measure).
- 4.13.2 All sporting equipment shall remain the property of the department and an updated register of such equipment/inventory will be kept by the Directorate: Human Resource Utilisation and Employee Health and Wellness.
- 4.13.3 All sporting gear is to be returned to Directorate: Human Resource Utilisation and Employee Health and Wellness in a clean and serviceable condition within two working days after the sporting activities have taken place.
- 4.13.4 Employees shall be liable for the safekeeping of the sporting gear and equipment while in their possession. Employees shall be liable for loss and damage to the sporting gear and equipment while in their possession.
- 4.13.5 Should an official resign from the department and fail to return any sporting gear and equipment, an amount equivalent to the value of the sporting equipment/kit shall be recovered from the official.
- 4.13.6 The responsible Sports and Recreation Coordinator shall be responsible for safekeeping of that particular sporting code's equipment.
- 4.13.7 The department's facilities shall be utilized solely for departmental sporting activities and / or team building sessions.
- 4.13.8 The department shall be responsible for the costs of hiring the sports venues.

4.14 ROLES AND RESPONSIBILITIES

4.14.1 DIRECTORATE: HUMAN RESOURCE UTILISATION AND EMPLOYEE HEALTH AND WELLNESS

The Directorate: Human Resource Utilisation and Employee Health and Wellness shall be responsible for:

- 4.14.1.1 Mobilisation of resources for departmental internal and external Sport and Recreation activities.
- 4.14.1.2 Facilitating and promoting participation in all activities that advance the course of Corporate Sports and Recreation, such as Africa Public Service Day, Inter-Departmental leagues, fun-walks and runs.
- 4.14.1.3 Setting up the Departmental Sports and Recreation Committee.
- 4.14.1.4 Liaison with relevant stakeholders on Sports and Recreation matters.
- 4.14.1.5 Developing and managing programs that aim at promoting corporate recreation.
- 4.14.1.6 Having representatives at national meetings, workshops, seminar and other related gatherings.
- 4.14.1.7 Ensuring maximum participation of persons with disabilities in the Department's Sport and Recreation activities.
- 4.14.1.8 Mainstreaming Gender issues into the Departmental Sport and Recreation programme.

4.14.2 DIRECTORATE: CORPORATE COMMUNICATION

The Directorate: Corporate Communication shall be responsible for:

- 4.14.2.1 Internally communicating the Inter-Departmental and National Events;
- 4.14.2.2 Branding sports kits and related sports and recreation material.

4.14.3 SPORTS AND RECREATION COORDINATORS

The Departmental Sports and Recreation Coordinators shall coordinate this program as follows:

- 4.14.3.1 Sports and Recreation Coordinators shall ensure that all registered Sports and Recreation participants attend sports and recreation practice during the allocated sports time.
- 4.14.3.2 Special needs for the implementation of the policy shall be presented to the Director-General on a case-by-case basis.

- 4.14.3.3 Choir coordinator shall coordinate the participation of the employees who are involved in music during the allocated sports time.

4.14.4 SPORTS AND RECREATION COMMITTEE

The Departmental Sports and Recreation Committee shall perform the following role:

- 4.14.4.1 Monitor the implementation of the policy, utilisation of the departmental resources and sports and recreation material.
- 4.14.4.2 Make recommendations to the employer regarding any policy related matters, games, tournaments, championships and competitions that adversely affect participants in the department.
- 4.14.4.3 Take note of the recommended improvements on Sports and Recreation Programmes and present them to the employer for consideration through departmental processes.
- 4.14.4.4 Monitor the coordination and promote the participation of the departmental staff towards the Public Service Sports and Recreation Events.
- 4.14.4.5 Encourage the participation of designated officials in various sporting codes in the department.

4.14.5 EMPLOYEE

The Employee shall have the following responsibilities:

- 4.14.5.1 To nominate him/herself for sport, recreation and/or choir activities through his/her manager.
- 4.14.5.2 To participate in activities he/she has nominated him/herself for or to provide a valid written reason for non-participation, through his/her supervisor.
- 4.14.5.3 To return sports gear that was entrusted to him/her in a clean and serviceable condition within two working days after the sporting activities have taken place



ANNEXURE A

EMPLOYEE ASSISTANCE PROGRAMME GUIDELINES FOR REFERRALS REGARDING SPECIALISED AND PSYCHOTHERAPEUTIC INTERVENTIONS

<p>1</p>	<p>Payment for services rendered by external service providers: psychologists / psychiatrists /physiotherapists: -</p>	
	<p>1.1 Outsourcing Counselling Services:</p> <p>⇒ Number of sessions and procedures for utilization</p>	<p>i. Following screening by the EAP Professional, the employee may be referred to the external service provider approved by the department.</p> <p>ii. An employee is generally entitled to a maximum of eight (8) sessions offered by the EHW internally. The SLA will determine the maximum sessions per problem with external service providers.</p> <p>iii. The department will pay the external EAP service provider on the agreed EAP fee model.</p> <p>iv. In case EAP Professional recommend a psycho-social specialist that is not covered on the integrated EAP Model, an employee’s medical costs in this regard will however not be the responsibility of the department but the</p>

		<p>client's / employees' medical aid.</p> <p>v. Payment by the department for the maximum consulting sessions with an external service provider, as per the SLA shall apply in individual counselling.</p> <p>vi. After the maximum number of treatment sessions with the external service provider, the department has the discretion to approve or decline recommendation for extra psychotherapeutic sessions that may be required in a case where such recommendation has been made by the service provider. Such recommendation will form part of the psychotherapist's report addressing client's progress.</p>
2	Payment for Specific Treatment or Management Programme:	
	<p>2.1 Hospitalisation</p> <p>2.2 Psychiatric Services</p>	<p>Where there is an identified need for hospitalisation (e.g. emergency related to suicide, trauma or depression) the service provider may recommend or institute admission with following recommendations:</p> <p>i. The employee pays for admission through their medical aid.</p> <p>ii. In instances where the employee does not have the medical aid, admission should be in a public health facility.</p> <p>i. Costs for counselling will be covered in line</p>

	<p>2.3 Rehabilitation (Gambling, Substance Dependency, Alcohol Abuse)</p>	<p>with the provision of counselling and therapeutic services as outlined above. The conditions cited under hospitalisation above will apply.</p> <p>ii. Where medication is prescribed by the psychiatrist the department will not pay for the prescription or the medication. Payment will be the sole responsibility of the client or the client's medical aid.</p> <p>i. In case the client is experiencing any form of addiction or substance dependency problem, the client will be referred to a clinic specialising with the rehabilitation of addiction and/or substance or alcohol dependency for assessment and treatment. The department will cover the costs for the initial assessment and the first 21 day treatment programme. The client may however be required to carry out the payment of the second treatment programme or refund the department should a relapse occur.</p> <p>The department has the discretion to approve or decline recommendation for re-admission into a hospital or rehabilitation centre in a case where relapse is attributed to other psycho-social factors. Absence during rehabilitation to be dealt with in line with the Special Leave Policy.</p>
<p>3.</p>	<p>3.1 Payment of the service providers:</p>	<p>i. The service provider shall be paid in line with the agreed EAP fee model for services</p>

		<p>rendered.</p> <p>ii. The department shall pay expenses incurred by the service provider through the professional and special service budget.</p> <p>iii. The service provider must seek approval from the department prior to incurring any expenses other than the consultation fee.</p> <p>iv. The service provider will provide original invoices for fees and expenses of items approved in advance on a monthly basis to the department.</p> <p>v. The service provider will only be paid upon receipt of a proper invoice on a company letterhead that states both the V.A.T., registration numbers, where possible addressed to the department.</p> <p>vi. The department shall process claims/invoices on a monthly or quarterly basis and effect payment thereof within the specific period of time determined by the Departmental Procurement Policy.</p>
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ANNEXURE B

FORMAL REFERRAL FORM

1. Identifying Details:

Name of Employee: _____

Telephone Number: _____

Directorate / Sub-Directorate: _____

Persal Number: _____

Job Title: _____

Date of Referral: _____

Source of Referral & Job Title: _____

Telephone Number: _____

Immediate Supervisor: _____

Telephone Number: _____

Contact Person to Whom

Feedback Must to Given: _____

Telephone Number: _____

2. REFERRAL INFORMATION

Presenting Problem:

3. REFERRAL SOURCE'S / SUPERVISORS OBSERVATIONS

Attendance:

Absenteeism

Frequency of occurrence

Effects on Production:

4. DISCUSSION AND INTERVENTIONS

Have the above observations been discussed with the employee?

YES	NO
-----	----

If Yes, when:

Outcome of the discussion:

Were the observations and discussions documented?

YES	NO
-----	----

Were there any disciplinary steps taken?

YES	NO
-----	----

What was the outcome?

What alternative measures taken to address the problem?

Referral Source' Signature
Date: _____

Employee' Signature
Date: _____

EAP Professional
Date: _____

"EHW Manage Work-Related and Performance Related Problems at Work"



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REPUBLIC OF SOUTH AFRICA

ANNEXURE: C

FUNERAL ATTENDANCE INDEMNITY

Entered into between:

DEPARTMENT OF TOURISM hereinafter referred to as the “Employer” (duly represented by Mr AM Mafanele) in his capacity as a Chief Director: Human Resource Management and Development.

And

(Full names).....
Identity Number
PERSAL No.....presently residing at.....
and working at..... and an /a (rank).....
(hereinafter referred to as the “Employee”)

I, the undersigned an employee of the Department of Tourism agree as follows:

WHEREAS the Employer undertakes to make available transport at its expense for the purpose of attending the funeral of the late.....being a fellow employee of the Department.

By attending the said funeral I will not in any manner be furthering the interests of my employer as contemplated in section 22 (4) of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) and any other Public Service Law.

Wellness Management Policy

DG’s initials.....

NOW THEREFORE

I undertake the trip at my own risk.

In the event of an accident my claim (if any) shall be in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996) as amended.

I indemnify the department from any liability whatsoever including but not limited to death, damage to or loss of property arising from the use of the said vehicle and or the attendance of such funeral.

SIGNED at on this day of 20.....

Signed

Chief Director: Human Resource Management and Development

For the Employer

Signed

Employee



tourism

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REPUBLIC OF SOUTH AFRICA

ANNEXURE: D

APPLICATION FOR SPORTS AND RECREATION GAME / COMPETITION

SPORTING CODE: _____

The Department of Tourism VS _____

Date and time: _____

Venue: _____

Invitation Attached: Yes / No

List of name(s) of Sport and Recreation Participants attached: Yes / No

SPORT AND RECREATION COORDINATOR

DATE:

APPROVED / NOT APPROVED

DIRECTOR: HUMAN RESOURCE UTILISATION AND EMPLOYEE HEALTH AND WELLNESS

DATE:



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE: E

SPORTS PARTICIPATION INDEMNITY AGREEMENT

The Department of Tourism hereby specifically exclude any liability for claims arising from any damage, loss suffered by any participant, whilst participating in the approved Departmental Sports and Recreation Activities.

Name:.....

ID Number:.....

Address:.....

Home Tel:()

Fax: ()

Cell:.....

Emergency Contact Person:.....

Participant's signature:.....

Next-of-kin's Details:.....

Name: Contact number:.....

ID Number:.....

*Please attach a signed copy of next-of-kin's Identity Document.