

Review: Loss Control Policy and Procedures

The employer has tabled the Loss Control Policy and Procedures for consultation at the Departmental Bargaining Chamber. The policy provides for a system that deals with losses and damages incurred by the Department. It further outlines processes and structures that will enable the Department to effectively manage losses and ensure that employees are held accountable for losses in their respective area of responsibility.

The policy gives expression the *Public Finance Management Act (PFMA), 1999* and enforces its provisions in as far as it provides for measures and controls that need to be taken in dealing with fruitless expenditure and losses. It is applicable to all employees in the Department and applies in all actions or omissions that result in damage or loss, except for claims against the State as a result of litigations.

Circumstances under which an employee may be held liable for the damage or loss have been stated in the policy as well as preventive mechanisms for theft or loss. The policy further deals with the losses associated with no-show costs where an employee with no justifiable reasons fails to catch a flight or check-into a hotel that has been booked for them.

Along with the policy are the Loss Control Procedures that outline the process of identifying, reporting and managing losses within the Department. It clarifies processes that should be followed in the instance of no-shows and applicable processes in the instance of losses by theft or damage. Attached to the procedure document are the forms that employees will need to complete when reporting damage or losses, as well as a guide on lodging an appeal against the decision of the Loss Control Committee.

Members are urged to read through the policy and procedures (*attached*) and send their inputs to the PSA on joseph.mashigo@psa.co.za on or before **16 April 2021**.

Members will be updated on developments.

GENERAL MANAGER