

FOR PSA MEMBERS: **DEPARTMENT OF TRANSPORT (DoT)**

22-04-2022

Review of policies

The employer presented the following policies to the PSA for consultation:

Sexual Harassment Policy

The purpose of the policy is to set out rules on sexual harassment in the workplace and eliminate all acts of sexual harassment, favours, intimidation, and victimisation. It further seeks to protect everyone's right to integrity, dignity, privacy, and equality in the workplace. The policy reiterates the employer's obligation to provide a safe, healthy, and productive working environment for all employees and persons who have dealings with the Department. A commitment is made through this policy that victims of sexual harassment will be protected, false allegations will not be tolerated, disciplinary action will be instituted against anyone who applies the policy in bad faith and those who violate it in any other way. The policy is applicable to all DoT employees and requires compliance from anyone who is not a DoT employee but has dealings with the Department. Sexual harassment is defined in the policy and an inexhaustive list on forms of sexual harassment is outlined. The policy further provides guidelines on reporting cases of sexual harassment and a formal and informal procedure of dealing with reported cases. It further states the responsibilities of different role players such as the Sexual Harassment Advisor and the Head of Department.

Bereavement Policy

The Bereavement Policy is intended to provide uniform, fair, and consistent guidelines when dealing with hospitalisation and bereavement matters in the Department. It further aims to create an environment of support and care for DoT employees and their families. It is applicable to all DoT employees, including contract workers, learners and interns as well as the immediate family members of DoT staff. It caters for scenarios where employees may be hospitalised or deceased. In the case of hospitalisation, the policy outlines how support will be shown to the affected staff member. In cases of bereavement, the policy provides a guideline on how employees should act if the incident occurs at the workplace as well as the procedure to be followed when death occurs outside the workplace. Matters of transport and accommodation to attend funerals are also covered in the policy.

Service-Delivery Model Policy

The purpose of the Service-Delivery Model Policy is to guide the Department in the development, implementation, and monitoring of the Service-Delivery Model. It is intended for ensuring effective and efficient service delivery in the Department. The policy applies to all branches, chief directorates, and directorates in the Department. It defines the process to be followed when delivering on the determined

strategy. It further outlines the methodology to be followed when developing a new or reviewing an existing service-delivery model.

Members are urged to read through the policies and provide inputs on each policy to the PSA to enable the PSA to influence these policies on their behalf. Inputs should be sent to joseph.mashigo@psa.co.za on or before **6 May 2022**.

GENERAL MANAGER