

FOR PSA MEMBERS: **DEPARTMENT OF TRADITIONAL AFFAIRS (DTA)**

23-05-2022

Request for mandate on policies

A special Departmental Chamber (DBC) meeting was held on 19 May 2022 to deal with policies in the Department.

Mobile communication policy

The employer indicated that the policy has been consulted in the task team and inquired if labour was ready to endorse or adopt the policy. The PSA indicated that there was not enough time to get a mandate between the last task team held on 16 May 2022 and the special DBC. The PSA was given until 31 May 2022 to seek a mandate from members to adopt the policy. Members are afforded a final opportunity to raise any concerns regarding the policy or provide inputs before the PSA agrees to the adoption of the policy. Members should submit their inputs (if any) to Daniel van der Merwe via e-mail at Danie@cogta.gov.za on or before **31 May 2022**. Should the PSA not receive any further inputs, the policy will be adopted and approved. The policy is *attached* for ease of reference.

Special leave policy

This policy was also presented by the employer for adoption. The PSA is of the view that this policy still needs further consultation before it can be presented to members for a mandate to adopt it.

Disciplinary code and procedure policy

The employer introduced this policy to labour for consultation and indicated that this policy aims to deal with discipline management in the Department. The PSA questioned the rationale for having such a policy because discipline management is adequately covered by PSCBC Resolution 1/2003, Chapter 7 of the SMS handbook, and the guidelines from the DPSA on discipline management. The employer responded that the policy provides for roles and responsibilities of different managers. The PSA indicated that it will provide its stance on the policy after 31 May 2022. Members are requested to submit inputs on this policy to Daniel van der Merwe via e-mail at Danie@cogta.gov.za on or before **31 May 2022**. The policy is *attached* for ease of reference.

GENERAL MANAGER



traditional affairs

Department:
Traditional Affairs
REPUBLIC OF SOUTH AFRICA

NAME OF POLICY	DISCIPLINARY CODE AND PROCEDURE POLICY
DIRECTORATE	HUMAN RESOURCE MANAGEMENT
POLICY NUMBER	HRM/ 2022/ 001

POLICY DEVELOPED BY	
NAME	MR SMC HADEBE
CAPACITY	DEPUTY DIRECTOR: LABOUR RELATIONS

POLICY MANAGED BY	
NAME	MS L MOTLHALA
CAPACITY	DIRECTOR: HUMAN RESOURCES MANAGEMENT

APPROVAL OF POLICY	
NAME	MR MJ DIPHOFA
CAPACITY	DIRECTOR-GENERAL
DATE OF APPROVAL	

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1. ABBREVIATIONS

TERM	MEANING
DTA	Department of Traditional Affairs
LRA	Labour Relations Act, 1994 (Act no. 66 of 1995)
PSCBC	Public Service Coordinating Bargaining Council

2. DEFINITIONS

Employer	The Director-General/Head of Department or any member of his/her department designated to perform the specific function, unless the context indicates otherwise
Employee	A person appointed in terms of section 8(1) of the Public Service Act of 1994, as amended.
Fellow Employee	An employee from the same office/institute.
Recognized Trade Union	A registered trade union admitted to the PSCBC that enjoys organization rights within the department that have majority membership of employees employed by the department.
Shop Steward	An employee of the department who represents and defends the interests of her/his fellow employees but who is also an elected or designated labour union official.
Legal Representative	A person who is admitted to practice as an Advocate or an Attorney in the High Court of South Africa and/or appointed as a legal practitioner.
Precautionary Suspension	An interim measure imposed, not as a disciplinary sanction, but for reasons of orderly administration.
Precautionary Transfer	The temporarily transferal of an employee to another work location, as a precautionary measure. Such a transfer may also entail the re-assignment of other duties. The transfer or re-assignment of duties will be on the same or similar level.
Serious Misconduct	Willful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment which may warrant a formal hearing.
Appeal Authority	The Head of Department if he/she was not involved in the decision-making process and has a higher grade than the Chairperson of the disciplinary hearing or the Executive Authority.

3. PREAMBLE

- 3.1 The management of discipline of employees in the workplace remains the responsibility of line managers at all levels.
- 3.2 This code and procedure strives to provide a framework that will enable the employer to maintain satisfactory standards and a mechanism for employees to have access to procedures whereby failure to comply with these standards may be fairly and objectively addressed.
- 3.3 This code and procedure does not aim to substitute any relevant agreements concluded at the Bargaining Council, neither is it intended to replace any relevant provisions of the Labour Relations Act (LRA) or any other relevant legislation dealing with disciplinary matters of employees in the Public Service but is intended to supplement such relevant laws.

4. LEGISLATIVE FRAMEWORK

- 4.1 Constitution of the Republic of South Africa, Proclamation Act 108 of 1996
- 4.2 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 4.3 PSCBC Resolution No. 1 of 2003
- 4.4 Public Service Act, 1994 (Act No. 103 of 1994)
- 4.5 Public Service Regulations, 2016
- 4.6 Basic Condition of Employment Act, 1997 (Act No. 75 of 1997)
- 4.7 Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 4.8 Code of Good Practice in the Public Service

5. SCOPE OF APPLICATION

This code and procedure apply to all employees appointed within the Department in the following capacities:

- 5.1 Permanent employees appointed in terms of the Public Service Act, 1994
- 5.2 Employees on probation appointed in terms of the Public Service Act, 1994
- 5.3 Employees appointed on a fixed term contract.

6. THE AIM OF THE POLICY

The aim of this code and procedure is to:

- 6.1 Support constructive labour relations in the department;
- 6.2 Promote mutual respect between employees and the employer;
- 6.3 Ensure that managers and employees share a common understanding of misconduct and discipline;
- 6.4 promote acceptable conduct;
- 6.5 provide employees and the employer with a quick and easy reference for the application of discipline;
- 6.6 Avert and correct unacceptable conduct and;
- 6.7 Prevent arbitrary or discriminatory actions by managers towards employees.

7. PRINCIPLES

The following principles inform the Disciplinary Code and Procedure and must inform a decision to discipline employees

- 7.1 Discipline is a corrective measure and not a punitive one.
- 7.2 Discipline must be applied in a prompt, fair, consistent and progressive manner.
- 7.3 Discipline is a management function.
- 7.4 A disciplinary code and procedure is necessary for the efficient delivery of service, fair treatment and ensures that employees:
 - 7.4.1 Have a fair hearing (mediation/arbitration) in a formal or informal setting;
 - 7.4.2 Are timeously informed in writing of allegations of misconduct made against them;
 - 7.4.3 Receive written reasons for a decision taken;
 - 7.4.4 Have the right to appeal against any the disciplinary outcome and
 - 7.4.5 Have the right to be represented by a union representative.
- 7.5 As far as possible, disciplinary procedures shall take place in the place of work and be explained to all employees.
- 7.6 If an employee commits misconduct that is also a criminal offence, the criminal procedure and the disciplinary procedure will continue concurrently as separate and different proceedings.
- 7.7 Disciplinary proceedings do not replace or seek to imitate court proceedings.

8. CODE, RULES AND STANDARDS

- 8.1 The line manager must assess the seriousness of the alleged misconduct by considering:
 - a) The actual or potential impact of the alleged misconduct on the work of the DTA, the employee's component and colleagues;
 - b) The nature of the employees work and responsibilities; and
 - c) The circumstances in which the alleged misconduct took place.

8.2 Employee conduct that may warrant a disciplinary action is listed in Annexure A. (The list is not exhaustive).

8.3 Management may discipline an employee in respect of other conduct, if the employee knew, or ought to have known that the conduct constituted grounds for disciplinary action.

9. DISCIPLINARY PROCESSES

Types of corrective or progressive discipline

9.1 Corrective counselling.

In cases where the seriousness of the misconduct warrants counselling, the manager of the employee must:

- a) Bring the misconduct to the employee's attention;
- b) Determine the reasons for the misconduct and give the employee an opportunity to respond to the allegations;
- c) Seek to get an agreement on how to remedy the conduct, and
- d) Take steps to implement the agreed course of action.

9.2 Verbal warning

9.2.1 In cases where the seriousness of the misconduct warrants a verbal warning, the line manager of the employee may give a verbal warning.

9.2.2 The warning must be reduced to writing and signed by both the manager and employee for record purposes.

9.2.3 The line manager must inform the employee that further misconduct may result in more serious disciplinary action.

9.3 Written warning

In cases where the seriousness of the misconduct warrants a written warning, the manager of the employee may give a written warning. The following provisions apply to written warnings:

- 9.3.1 A written warning will be graded according to the degree or severity of the misconduct.
- 9.3.2 More serious infringement or repeated misconduct may call for a final written warning, or other actions short of dismissal.
- 9.3.3 The line manager must give a copy of the written warning to the employee who must sign receipt thereof.
- 9.3.4 If the employee refuses to sign receipt, the line manager must hand the warning to the employee in the presence of another employee and sign in confirmation that the written warning was conveyed to the employee.
- 9.3.5 A written warning remains valid for a period of six (6) months and must be filed in the employee's personal file. After the expiry date of the six (6) months, the final written warning must be removed from the employee's personal file and be destroyed.
- 9.3.6 If the employee is subjected to disciplinary action on the same or a related offence, the written warning may be taken into account in deciding an appropriate sanction, provided that it is done within the six (6) months period that the written warning was issued.
- 9.3.7 If the employee objects to the written warning, he/she may direct his/her appeal to the Director-General or Executive Authority through the office of the Director: Human Resource Management.
- 9.3.8 No formal enquiry shall be held for less serious forms of misconducts.
- 9.3.9 For the purpose of determining appropriate disciplinary actions, valid warnings for similar offences by the employee shall be taken into account.

10. SERIOUS MISCONDUCT

- 10.1 If the alleged misconduct justifies a more serious form of disciplinary action, the employer may initiate a disciplinary enquiry.
- 10.2 The line manager of the employee may initiate the disciplinary enquiry.
- 10.3 The employee has the right to seek representation at any given time during such action and must be informed as such by HRM.

11. DISCIPLINARY ACTION

11.1 Notice of Disciplinary Enquiry

- 11.1.1 The employee must be given notice at least five working days before the date of the hearing.
- 11.1.2 The employee must sign receipt of the notice. If an employee refuses to sign receipt of the notice, it must be given to the employee representative and/or fellow employee who shall sign in confirmation that the notice was conveyed to the employee.
- 11.1.3 The written notice of the disciplinary meeting must provide the following details:
 - a) A description of the allegation(s) of such misconduct and the main evidence on which the employer will rely on;
 - b) Details of the time, place and venue of the hearing; and
 - c) Information on the rights of the employee to representation by a fellow employee or representative of a recognised trade union as well as the right to present witnesses in the hearing.

12. PRECAUTIONARY SUSPENSION

- 12.1 The employer may suspend an employee on full pay or transfer the employee if:
 - a) The employee is alleged to have committed a serious offence and
 - b) The employer believes that the presence of an employee at the workplace may jeopardize any investigation into the alleged misconduct or endanger the well-being or safety of any person or State property.

- 12.2 A suspension of this kind is a precautionary measure that does not constitute a judgement and must be with full pay.
- 12.3 If an employee is suspended or transferred as a precautionary measure, the employer must convene a disciplinary hearing within 30 to 60 working days, depending on the complexity of the matter and the length of the investigation.
- 12.4 The Chairperson of the hearing must decide on further processes or postponement.

13. CONDUCTING A DISCIPLINARY HEARING

- 13.1 The disciplinary hearing must be convened within ten (10) working days after the notice referred to in paragraph 11.1 is brought to the attention of the employee.
- 13.2 The Chairperson of the hearing must be appointed by the Director-General and must be an employee appointed within the Public Service on a grade higher than the representative of the employer.
- 13.3 If the employee wishes, he/she may be represented in the hearing by a fellow employee or a representative of a recognized trade union.
- 13.4 Neither the employer nor the employee may be represented by a legal representative in a disciplinary hearing unless the employee is a legal practitioner.
- 13.5 If the employee fails to attend the hearing and the Chairperson concludes that the employee did not have a valid reason, the hearing may continue in the employee's absence.
- 13.6 The Chairperson of the hearing must keep a record of the notice of the disciplinary hearing and the proceedings of the meeting.
- 13.7 The representative of the employer will lead evidence on the conduct giving rise to the hearing. The employee or the employee's representative may question any witness introduced by the representative of the employer.

- 13.8 The employee will be given an opportunity to lead evidence. The representative of the employer may question witnesses.
- 13.9 The Chairperson may ask any witness questions for clarification.
- 13.10 If the Chairperson decides that the employee has committed a misconduct, the Chairperson must inform the employee of the finding and the reasons thereof.
- 13.11 If the Chairperson decides that the employee has committed a misconduct, the Chairperson must inform the employee of the finding and the reasons thereof.
- 13.12 Before deciding on a sanction, the Chairperson must give the employee an opportunity to present relevant circumstances in mitigation. The representative of the employer may also present aggravating circumstances.
- 13.13 The Chairperson must communicate the outcome of the hearing to the employee within five (5) working days after the date of the disciplinary hearing and the outcome must be recorded on the employee's personal file.

14. SANCTIONS

- 14.1 If the Chairperson finds that an employee has committed misconduct, he/she must pronounce a sanction, depending on the nature of the case and the seriousness of the misconduct, the employee's previous record and any mitigation or aggravating circumstances.
- 14.2 Sanctions may consist of the following:
- I. Counselling
 - II. A written warning
 - III. A final written warning
 - IV. Suspension for no longer than three months
 - V. Demotion
 - VI. A combination of the above or
 - VII. Dismissal

14.3 If an employee is demoted, she/he may apply only after a year for promotion to an advertised post at a higher level without prejudice.

14.4 The employer shall not implement the sanction during an appeal by the employee.

15. APPEAL PROCESS

15.1 An employee may appeal a finding or sanction meted against him/her.

15.2 The employee must within five (5) working days of receiving the notice of the final outcome of a hearing or other disciplinary procedure, submit an appeal form to the appeal authority through the Human Resource Management Directorate.

15.3 The Director-General is the appeal authority, in the event that he/she is not responsible for disciplinary outcome meted against an employee.

15.4 The appeal authority may on good cause shown by the employee, condone the late lodging of an appeal.

15.5 The Department must finalize the appeal within 30 days, failing which, in the case where the employee is on precautionary suspension, he/she must resume duties immediately and await the outcome of the appeal while on duty.

16. ROLES AND RESPONSIBILITIES

16.1 DIRECTOR-GENERAL

16.1.1 Oversee and determine that organisational discipline is enforced, through the Departmental Disciplinary Code and Procedure, Public Service Act and/or any other applicable legislation.

16.1.2 Responsible for the appointment of Investigation Officers.

16.1.3 Responsible for the appointment of the Chairperson of a disciplinary hearing.

16.1.4 Ensure implementation of decisions of the Chairperson of a disciplinary hearing and/or Appeal Authority.

16.1.5 Ensure that fair and equitable disciplinary processes are followed.

16.1.6 Notify employee of the outcome of the disciplinary hearing in writing.

16.2 APPEAL AUTHORITY

- 16.2.1 Considers an appeal application of an employee.
- 16.2.2 May uphold the appeal.
- 16.2.3 May reduce the sanction to any lesser sanction allowed in terms of the Disciplinary Code and Procedure.
- 16.2.4 May confirm the outcome of the disciplinary proceeding.

16.3 RELEVANT LINE MANAGER

- 16.3.1 Responsible for efficient, fair and just discipline management of officials within respective Branches/Line Functions.
- 16.3.2 Manage, facilitate and oversee informal disciplinary processes within respective Branches/Line Functions.
- 16.3.3 Responsible for initiating formal complaints related to ill-discipline within respective Branches/Line functions.
- 16.3.4 Report all cases of misconduct to the Human Resource Management Directorate.
- 16.3.5 Submit copies of written warnings to the Human Resource Management Directorate.
- 16.3.6 Treat all employees fairly, justly and with dignity and respect.

16.4 DIRECTOR: HUMAN RESOURCE MANAGEMENT

- 16.4.1 Oversee and ensure compliance and implementation of the Disciplinary Code and procedure Policy.
- 16.4.2 Advise line managers and employees in accordance with this policy.
- 16.4.3 Ensure sound labour peace in the department.

16.5 DEPUTY DIRECTOR: LABOUR RELATIONS

- 16.5.1 Implements the disciplinary code and procedure policy.
- 16.5.2 Conduct training on labour relations matters.
- 16.5.3 Provide advice to line managers and employees in accordance with this policy.
- 16.5.4 Ensure sound labour peace in the department.
- 16.5.5 Investigate cases of misconduct.

16.5.6 Represent the employer during disciplinary hearing.

16.5.7 Represent the employer during conciliation and arbitration processes.

16.5.8 Preside over disciplinary hearings.

16.6 EMPLOYEE

16.6.1 Ensure compliance with the public service code of conduct.

16.6.2 Ensure compliance with applicable policies, directives, regulations, Acts or any legal obligation.

16.6.3 Carry out reasonable and just lawful orders or routine instructions.

16.6.4 May lodge formal or informal complaint related to a particular conduct.

16.7 SHOPSTEWARD/EMPLOYEE REPRESENTATIVE

16.7.1 May represent an employee(s) in a formal or informal disciplinary hearing (mediation/arbitration).

16.7.2 May submit a formal application to the Director-General to convene meetings with affiliated members in the workplace through the office of the Director: Human Resource Management.

17. MONITORING AND EVALUATION

17.1 The Human Resource Management Directorate shall be responsible for the continuous monitoring and evaluation of the policy and ensure that the policy is updated and aligned to national policy and legislative developments.

18. COMPLIANCE AND DISPUTE RESOLUTION

18.1 Any party to a dispute may pursue dispute resolutions as outlined in the Labour Relations Act, 1995 as amended.

18.2 Failure to comply with the provisions of this policy may be regarded as misconduct and be dealt with in accordance with the Public Service Disciplinary code of conduct.

19. POLICY REVIEW

This policy shall be reviewed every five (5) years, or as when required to align it to any legislation on public service policy changes

20. EFFECTIVE DATE

This policy and its provisions are effective from the date of approval by the Director-General.

Approved by the Director-General, Mr. MJ Diphofa on this _____ day of
_____20_____

Signature: _____

ANNEXURE A

ACTS OF MISCONDUCT

An employee will be guilty of misconduct if she or he among other things (*this list is not exhaustive*):

- Fails to comply with, or contravenes an Act, regulation or legal obligation.
- Wilfully or negligently mismanages the finances of the state.
- Without permission, possesses or wrongfully uses the property of the state, another employee and/or a visitor.
- Wilfully, intentionally, or negligently damages and or cause loss of state property.
- Endangers the lives of self or others by disregarding safety rules or regulations.
- Prejudices the administration, discipline or efficiency of a department, office, or institute of the state.
- Misuses his or her position in the public service to promote or to prejudice the interest of any political party.
- Steals, bribes, or commits fraud.
- Accepts any compensation in cash or otherwise from a member of the public or another employee for performing her or his duties without written approval from the department.
- Fails to carry out a lawful order or routine instruction without just or reasonable cause.
- Absents or repeatedly absents him/herself from work without reason or permission.

- Commits an act of sexual harassment.
- Discriminates against others based on race, gender, disability, sexual orientation, or other ground outlawed by the Constitution.
- Performs poorly or inadequately for reasons other than incapacity.
- Without written approval from her or his department, performs work for compensation in a private capacity for another person or organisation either during or outside working hours.
- Without authorisation, sleeps on duty.
- While on duty, is under the influence of an intoxicating, illegal, unauthorised, habit-forming and/or stupefying drug, including alcohol
- While on duty, conducts her/himself in an improper, disgraceful and unacceptable manner.
- Contravenes any prescribed Code of Conduct for the Public Service.
- Assaults or attempts or threatens to assault another employee or person while on duty.
- Incites other personnel to unprocedural and unlawful conduct.
- Displays disrespect towards others in the workplace or demonstrate abusive or insolent behaviour.
- Intimidates or victimises fellow employees.
- Prevents other employees from belonging to any trade union or body.
- Operates any money lending scheme for employees for his/her own benefit during working hours or from the premises of the DTA.
- Carries or keeps firearms or other dangerous weapons on the department's premises without the written authorisation of the employer.
- Refuses to obey security regulations.
- Gives false statements or evidence in the execution of his or her duties.
- Falsifies records or any other documentation.
- Participates in unprocedural, unprotected and/or unlawful industrial action.
- Commits a common law or statutory offence while on the premises occupied by the DTA.



traditional affairs

Department:
Traditional Affairs
REPUBLIC OF SOUTH AFRICA

MOBILE COMMUNICATION POLICY

This policy is applicable to all employees within the Department of Traditional Affairs.

Approved by:	Responsible position:	Date of approval:
Mr. MJ Diphofa	Director-General	
Recommended/Supported	Signature of Chief Director: Corporate and Financial Services	Date recommended/supported:
Mr. OM Aphane		
Supported	Signature of the Director: Financial Management Services	Date supported:
Mr. LDR Motlhabedi		
Compiled by:	Responsible position: Deputy Director: Financial Management	Date Compiled:
M. Nkadimeng		
Next review date:		

1. DEFINITIONS
2. BACKGROUND
3. PURPOSE
4. SCOPE
5. OBJECTIVE
6. LEGISLATIVE MANDATE
7. MAIN PROVISIONS
8. TRANSITIONAL PROVISIONS
9. ROLES AND RESPONSIBILITIES
10. MONITORING, EVALUATION AND REVIEW
11. DISPUTE RESOLUTION
12. APPROVAL DATE

For Presentation to DBC



Deputy Minister for Traditional Affairs (this may include the Chairperson and Deputy Chairperson of the NHTKL).

“Exempted Employees” refers to the Deputy Minister, Director-General, Deputy Directors-General, Chairperson Deputy Chairperson of NHTKL, and members of NHTKL.

“Mobile Device” refers to a cellular phone and/or data connection device (such as an iPad and tablet).

“Mobile Device Contract” refers to an agreement concluded between an employee and a mobile service provider to provide the employee with a cellular phone (handset) with a compatible sim card and/or a 3G/4G compatible data sim card.

“NHTKL” refers to the National House of Traditional and Khoi-San Leaders



National Treasury which must be used by all Organs of State.

In National Treasury's Instruction Note No. 2 of 2016/2017 Cost Containment Measures, it is directed that Section 38(1)(b) of the Public Finance Management Act (PFMA) requires an Accounting Officer of a department to be responsible for the effective efficient, economical, and transparent use of their respective department's resources. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA requires Accounting Officers and Accounting Authorities to take effective and appropriate steps to manage the available working capital of their respective institution efficiently and economically.

Accounting Officers and Accounting Authorities are therefore required to implement control measures to ensure that all expenditure in their respective institution is necessary, appropriate,



This policy is applicable to all qualifying permanent, fixed term contract **DTA** employees and temporary personnel (all of the above herein referred to as the ‘employee’) employed by **DTA** and who has been issued with a departmental mobile device contract(s) or who have entered into a mobile contract(s) with a service provider and who are required to utilise such mobile contract(s) for business/work related purposes.

The scope of this policy application excludes the members of National House of Traditional and Khoi-San Leadership (NHTKL), but however provides for the allocation of cellphones and allowances as tools of trade. This provision is an interim measure until the draft Policy on Travel, Subsistence and Enabling Resources of Members of the National House is approved. The allocation of cellphones to members of NHTKL will be treated in accordance with the Annexure A to the policy.



- (c) Public Service Act, 1994 (Act No. 108 of 1994) as amended;
- (d) Labour Relations Act, 1995 (Act No. 66 of 1995) as amended;
- (e) Public Service Regulations 2016;
- (f) Financial Manual, 2014 as amended; and
- (g) National Treasury Instruction Note No. 2 of 2016/2017: Cost Containment Measures.

7. MAIN PROVISIONS

7.1. POLICY STATEMENT

The Department of Traditional Affairs (**DTA**) continuously endeavours to achieve the best practice policies and procedures when managing the administration and operations of its assets.



An official that has been issued with a departmental mobile tool of trade, cannot claim for reimbursement for their privately owned contract(s).

7.2.1.3 (All) Other employees – own device(s) / contract(s)

Officials utilising their own contract(s) are allowed to claim for re-imbusement as per the stipulated limits approved on the participation form. This application for participation must be approved by Cellphone approval committee based on the thorough motivation presentation by relevant Programme Managers.

These qualifying employees must understand that due to such participation, their mobile device(s) is/are considered a work facility/tool of trade and the privilege of participation in the policy can be withdrawn at any stage should there be proven constant and continued abuse of

For Presentation to DBC

	(Limited to R3500.00, Handset inclusive)	with Voice)
Chief Director(s)	Unlimited minutes per month Unlimited SMS per month (Limited to R2500.00, Handset inclusive)	10GB per month (Included in the total package with Voice)
Director(s)	Unlimited minutes per month Unlimited SMS per month (Limited to R2000.00, Handset inclusive)	10GB per month (Included in the total package with Voice)
(All) other qualifying employees	Unlimited minutes per month. Unlimited SMS per month (Limited to R1900.00, handset inclusive)	10 GB per month. (Included in the total package with Voice)

7.2.5 Limits for individual owned contract(s)



7.2.6 Claiming re-imbusement

An employee may claim re-imbusement as per the stipulated limits in paragraph 7.2.5 above. If an employee exceeds the stipulated limits as per the above-mentioned cost limits for a specific month, such employee may submit a detailed motivation for approval request to the Accounting Officer for such exceeded costs for reimbursement. The Accounting Officer may approve for the reimbursement of such cost limited to R300.00 monthly. Upon approval, the employee can submit a claim to Finance for processing. The Programme Managers are however cautioned to ensure that funds are available for such exceeded costs.

All claims for cellphone expenditure reimbursement must be submitted to finance for processing within 30 days from the date the invoice was issued, in accordance with National Treasury Instruction Notes on payment of invoices. Any claim received after stipulated period shall not be



- 7.2.9.2 Existing mobile device contract(s)/agreement(s) for exempted employees/users must not be ceded from one employee/user to any other employee/user. The relevant mobile contract(s) will remain the responsibility of the employee/user who is the 'owner' of such contract(s) and such employee will have to account for the utilisation thereof.
- 7.2.9.3 **DTA** will not procure/conclude any individual mobile device(s) and/or mobile contract(s) for/on behalf of any employee other than those as identified in paragraphs 7.2.1.1 and 7.2.1.2.
- 7.2.9.4 **DTA** may only take over and/or cede a departmental mobile contract(s) from/to any other employer/organisation upon appointment/departure to/from **DTA** for the Executive, Accounting Officer and Deputy Directors-General.



7.2.12 International Roaming

International roaming is for employees travelling abroad on official business. Employee utilising their individual contract(s) must activate roaming through their respective service provider. The Facilities Management Directorate will only activate roaming for departmental issued contracts.

7.2.13 Utilising own device(s) and/or mobile contract(s) whilst roaming

7.2.13.1 Officials/employees who utilise their own mobile device(s) and contract(s) for official purposes whilst out of the country, must request written approval prior to such travel(s), from their relevant Programme Manager, for approval of costs associated with international roaming. Only official international calls made by an employee will be



- a) It must be noted that the departments are not allowed to take out insurance on devices and if a departmental mobile device is lost or damaged in any way, whether through negligence or not (i.e. falls out of an employee's pocket and the screen cracks), the individual employee will be responsible for such repairs or if needs be, the replacement of such instrument. Users can take up insurance on personal capacity
- b) All lost departmental devices within a period of 0-23 months must be replaced by the individual user for the period under the active contract. It is the department's responsibility to facilitate the procurement of a new sim card for sim swap to the user, while the user is responsible to replace the device, until the next upgrade period.

For presentation to DBC

9. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Facilities Management Office	Responsible for the implementation and enforcement of this policy. Oversee of costs of mobile device contracts with the appointed service provider and payment of the monthly account.
Programme Manager	Ensure that all employees are aware of the contents of the policy for compliance. Approval for employees to participate in the policy (to be reviewed every financial year). Management of budget to ensure re-imburement costs are catered for.
Employee(s)/Users	Obtain approval from relevant Programme Manager to participate in the policy. (After approval) submit monthly claims for re-imburement.



Mr MJ Diphofa
Director-General

For Presentation to OBC