



FOR PSA MEMBERS: **DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (DSBD)**

05-08-2026

Update: DBC - DSBD policies under review: Members' input needed by 12 August 2026

Departmental policies

The employer tabled several Policies at the Departmental Bargaining Chamber (DBC) meeting for consultation and review. Parties agreed that the Policies should be referred to the task team for further engagement before comments are finalised.

Data Policy

This is a new Policy that was presented by the employer at the special DBC meeting. The Policy aims to ensure clear accountability for departmental data and information assets, promote the lawful and secure management of personal information in compliance with *POPIA*, maintain accurate and reliable data for effective decision-making and service delivery, and protect departmental information through strong security and privacy controls.

ICT Security Policy

The employer tabled a new ICT Security Policy for consultation. The Policy provides requirements for protecting the Department's information assets, ICT resources, systems, users, and business processes. It aligns information security with business objectives, manages security risks, ensures legal compliance, and promotes continuous improvement. The Policy applies to all employees, interns, contractors, and service providers. The PSA will review the Policy and provide input during the consultation process.

Dress Code Policy

The employer presented a new Dress Code Policy. The Policy aims to promote a professional image whilst respecting employees' rights to freedom of expression, religion, diversity, and dignity. It applies to all DSBD employees.

Legal Service Policy

The Legal Service Policy was presented at the DBC meeting, where it was noted that the Policy is due for review to ensure alignment with the latest legislative requirements. The Policy seeks to provide legal certainty and dependable legal services to the DSBD by reducing operational risks and safeguarding the Department's interests through practical legal process solutions. It also sets out standard operating

procedures for implementing legal services within the DSBD, thereby supporting legally sound business decision-making. The Policy applies to all DSBD employees, including contract workers, interns, and consultants.

Overtime Policy

The Overtime Policy was presented to the task team as part of its scheduled review process. The purpose of the Policy is to communicate the DSBD's position on overtime, define the employees to whom it applies, and provide clear and practical guidance on the appropriate authorisation, management, and implementation of overtime. The Policy further establishes a framework for the management and compensation of authorised overtime worked, with the aim of supporting effective and efficient service delivery. The Policy applies to all DSBD employees.

Members are requested to review the *attached* draft policies and submit inputs or comments to patricia.hamese@psa.co.za or SMaloka@dsbd.gov.za on or **before 12 August 2026**.

To join the PSA, visit the PSA's website or contact the nearest PSA Provincial Office for assistance.

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