FOR PSA MEMBERS: **SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)**

16-03-2026

Feedback: SANBI policies consultation

Language Policy

The employer circulated the Language Policy, indicating that it was due for review. The policy provides guidelines that regulate the use of languages in SANBI for communication and service delivery. Its purpose is to promote effective communication in the Organisation between employees and management, as well as with external stakeholders. The policy further aims to ensure fair and non-discriminatory language use in the workplace and promote inclusivity and respect for linguistic diversity particularly important in a multilingual country such as South Africa. It also outlines the appropriate use of language in official documents, meetings, and correspondence. The Language Policy applies to all SANBI employees, including stakeholders.

Standard Operating Procedure (SOP): Personal Protective Equipment

The employer introduced the Standard Operating Procedure (SOP) for Personal Protective Equipment (PPE). The SOP aims to provide employees at all organisational levels with a clear framework for the provision, management, and use of PPE issued by SANBI. Its intention is to ensure that employees are adequately protected against any residual risks that remain after all reasonably practicable measures have been taken to eliminate or reduce such risks. The SOP also seeks to maintain proper control over the selection, issuance, maintenance, and correct use of PPE. The issuance and use of PPE must comply with the requirements of the *Occupational Health and Safety Act* and must be informed by thorough risk assessments and specific operational needs.

As part of the consultation process, members are requested to review the *attached* Language Policy and SOP for Personal Protective Equipment and send inputs to *l.serie@sanbi.org.za* or *patricia.hamese@psa.co.za* by **17 March 2026**.

The PSA is committed to ensuring that the interests and welfare of employees are prioritised in every departmental engagement. Employees who wish to join the PSA can visit the PSA website or contact the nearest PSA Provincial Office for assistance.

Reuben Maleka
GENERAL MANAGER