

# LIMPOPO

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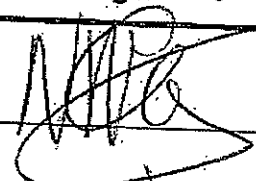


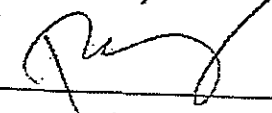

**PROVINCIAL GOVERNMENT**

REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**SOCIAL CLUB POLICY**

**SOCIAL CLUB POLICY**

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**DOCUMENT DISTRIBUTION LIST**

<b>DOCUMENT DISTRIBUTION LIST</b>			
<b>Document ID</b>			
<b>Document Title</b>	SOCIAL CLUB POLICY		
<b>Revision</b>			
<b>Revision date</b>	FEBRUARY 2016		
<b>Distribution</b>	<b>Copy No</b>	<b>Signature</b>	<b>Date</b>
Master Copy	1	Office of the Premier – EHWP	
Strategic Management and policy	2		
Registry	3		
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**Document Change Record - Printed Documents**

<b>Rev. No.</b>	<b>Pages Affected</b>	<b>DCP No.</b>	<b>Revision Date</b>
1		002	

**Document Change Record - Electronic Media**

<b>File Name</b>	<b>Description</b>	<b>Software Package</b>
SOCIAL CLUB POLICY		

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## **ACRONYMS AND ABBREVIATIONS**

<b>EHWP</b>	<b>Employee Health and Wellness Programs</b>
<b>HR</b>	<b>Human Resource</b>
<b>OTP</b>	<b>Office of the Premier</b>
<b>EA</b>	<b>Executive Authority</b>
<b>AO</b>	<b>Accounting Officer</b>

## **1 INTRODUCTION**

Productivity is crucial in any organization and quality work life is enhanced when employees work in a healthy and responsive environment. Teamwork is important in any workplace and should be maintained at all times. Sporting codes and recreational performances should be encouraged and introduced in the Office of the Premier to promote quality work life as part of Wellness programme.

## **2 PURPOSE**

The purpose of the Social Club policy guideline is to promote the creation of a quality work life, and healthy and responsive work environment as well as promotion of team work in the workplace.

## **3 LEGISLATIVE MANDATE**

3.1 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).

3.2 The Constitution of the Republic of South Africa, 1996(Act No. 108 of 1996).

3.3 Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).

3.4 White paper on Sport and Recreational South Africa, 1998: Getting the nation to play.

3.5 South African Sports and Commission Act, 1998(Act No. 109 of 1998).

3.6 National Sport and Recreation Act, 1998 (Act No. 110 of 1998).

## **4 SCOPE OF APPLICATION**

This policy is applicable to all employees as contemplated in the Public Service Regulations, 2016.

## 5 OBJECTIVES

- 5.1 To enhance the well-being of employees thus enhancing service delivery in the Provincial Administration.
- 5.2 To promote the team work, commitment and effective communication amongst employees.
- 5.3 To promote a healthy and balanced lifestyle of employees.
- 5.4 To create a culture of team work to enhance service delivery.
- 5.5 To improve interpersonal relations and effective communication amongst employees including management.

## 6 MAJOR PRINCIPLES

- 6.1 Participation in any social club activity is voluntary.
- 6.2 Employees' participation in any sport or recreational activity during working hours shall be regarded as being on official duty if management has granted authorization.

## 7 POLICY PRONOUNCEMENTS

The Office of the Premier shall:-

- 7.1 Stylish sports and recreational activities where different sporting codes and recreational performance can be introduced and employees afforded an opportunity to participate;
- 7.2 have a team in any sporting code or recreation
- 7.3 establish a sport and recreation committee to manage sport and recreational activities;
- 7.4 Designate an SMS member to chair and oversee the activities of the committee.
- 7.5 Participate in National and Provincial sports events that are officially coordinated by relevant government Departments;
- 7.6 organize Departmental sport and recreational activities once a quarter during wellness days and provide First Aid service during such events;
- 7.7 ensure that Strategic Business Units (SBUs) managers organize activities that will build teams and promote the culture of team work;
- 7.8 determine how funding of its social club activities will be raised to sustain the activities;



- 7.9 establish a funeral committee to coordinate bereavement support activities in relation to a deceased employee; and
- 7.10 ensure that employees participating in sport and recreational activities get prior approval. Non-participants should not be allowed to be spectators if events take place during working hours.
- 7.11 The Office may have other social activities such as year-end functions, farewell functions, braai sessions, tea clubs and funeral support services.
- 7.12 The Provincial sport and recreational event shall be held once a year during the week or weekend where all Departments would participate
- 7.13 Injuries sustained during approved Departmental sports or recreational activities shall be regarded as occupational injuries and shall as a result, be subject to Occupational Health and Safety Procedure guidelines and the Compensation for Occupational Injuries and Diseases Act, 1993(Act No. 130 of 1993).

## **8: DEFAULT**

Any employee of the Office of the Premier who contravenes the provisions of this policy shall be charged with misconduct and the necessary disciplinary measures taken.

## **9 INCEPTION DATE**

The inception date for this policy will be after approval by the Accounting and Executive Authority.

## **10 TERMINATION AND REVIEW CONDITIONS**

This policy will remain in force unless withdrawn or amended by the Executive Authority or Head of Department and shall be reviewed bi-annually or whenever a need arises.

## **11 ENQUIRIES**

All enquiries can be directed to the Employee Health and Wellness Programme Sub Directorate

## **12 MONITORING AND EVALUATION**

The Office shall:

- ensure that the implementation of the policy is monitored quarterly.
- evaluate the achievements of policy objectives at least once every two years.