



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT


CORPORATE SOCIAL RESPONSIBILITY POLICY

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RECOMMENDED BY:


HEAD OF DEPARTMENT
(MAISELA R.J)

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APPROVED BY:


HONOURABLE MEC FOR AGRICULTURE AND RURAL DEVELOPMENT
MAPULA MOKABA - PHUKWANA (MPL)

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1. ACRONYMS AND ABBREVIATIONS

CSR	Corporate Social Responsibility
DPSA	Department of Public Service and Administration
EAPA-SA	Employee Assistance Professionals Association – South Africa
EHW	Employee Health and Wellness
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council
RSA	Republic of South Africa

2. EXECUTIVE SUMMARY

The Limpopo Department of Agriculture and Rural Development (LDARD) as employer acknowledges and demonstrates commitment and responsibility for the wellbeing of employees in order to achieve optimal performance through the implementation of the Corporate Social Responsibility Policy that takes into account employees' personal circumstances, their physical and psycho social wellness.

The LDARD is a service oriented and people centred public entity in line with the principles of Batho Pele and the implementation of the Corporate Social Responsibility Policy demonstrates employer's continuing commitment to the principles. The strategic intention of this Policy is to regulate consistent provision of bereavement services, Sports and Recreational activities within the entire LDARD as interventions towards enhancing productivity and improving the employees' quality of life. Reference was made to the complete legal framework within which this Policy was developed. The purpose and objectives are stated clearly and ways of monitoring the Policy implementation are also indicated.

3. INTRODUCTION

The Corporate Social Responsibility Policy addresses Sports and Recreational activities and provision of bereavement services in the Department. These are activities within the broad strategic objective of Wellness Management in the Employee Health and Wellness (EHW) Strategic Framework. The development of this Policy is based on the EHW Strategic Framework for the Public Service (2009) and the National Development Plan on Sports, Wellness and Sports activities enhance employees' morale which is critical in building a capable state. The promotion of individual physical wellness at work through Sports and Recreational activities will assist the LDARD to enhance the well-being of employees, team building, a healthy life style and accelerated service delivery.

This Policy will be implemented in line with existing legislation, other policies and EHW Management Systems Monitoring Tools. The Policy seeks to strengthen and improve the efficiency of existing services, programmes and introduce additional strategic interventions based on recent advances in knowledge.

4. PURPOSE AND OBJECTIVES

The purpose of this Policy is to provide a broad guide for LDARD on the implementation of the Corporate Social Responsibility programme which entails Sports and Recreation activities as well as provision of bereavement services in the LDARD.

The objectives of this Policy are to provide guidelines in achieving the following:

- 4.1 To provide a uniform and consistent way of implementing individual physical wellness at all workplaces.
- 4.2 To promote sports, recreation, exercise, meditation and relaxation activities.

- 4.3 To promote a healthy, balanced lifestyle and management of life style diseases and health risks.
- 4.4 To provide a uniform and consistent way of supporting employees and their immediate family members during bereavement time.
- 4.5 To enhance the well-being of employees and accelerate service delivery within the LDARD.

5. AUTHORITY OF THE POLICY

This Policy is developed under the authority of Member of the Executive Council (MEC) of the LDARD as the Executive Authority and Head of Department (HOD) of the LDARD as the Accounting Officer in terms of Public Service Act and its Regulations.

6. LEGAL FRAMEWORK

Constitution of the RSA, [Act No. 108 of 1996]
Public Service Act [No. 1994] as amended and Public Service Regulations, 2007
Labour Relations Act [No. 66 of 1995]
Promotion of Equality and Prevention of Unfair Discrimination [Act No. 4 of 2000]
The Medical Scheme Act [No. 131 of 1998]
Mental Health Care Act [No. 17 of 2002]
Occupational Health and Safety Act [No. 85 of 1993]
Compensation for Occupational Diseases and Injuries Act [No.130 of 1993]
Employee Health and Wellness Strategic Framework 2009
Basic Conditions of Employment Act [No. 75 of 1997]
EAPA – SA Standards 2009
Employment Equity Act [No. 55 of 1998; 97 of 1998; 9 of 1999]
Director General Circular 20 of 2001
National Sports and Recreation Act [No. 110 of 1998]
EHW Management Systems Monitoring and Readiness Assessment Tool

7. SCOPE OF APPLICATION

This Policy is applicable to all employees of the LDARD and their immediate family members where applicable.

8. DEFINITIONS

Corporate Social Responsibility (CSR) refers to continuing commitment by the organisation to be productive, behave ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the community at large (World Business Council for Sustainable Development).

Employee Health and Wellness (EHW) is a programme intended to enhance productivity of the employees and which hinges upon four pillars, i.e. (i) HIV, TB and STI's (HTS), (ii) Health and Productivity Management (HPM), (iii) Safety, Health, Environment, Risk and Quality (SHERQ) and (iv) Wellness Management.

Employee is any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person delegated.

Head of Department is the employer who is the Accounting Officer of the Limpopo Department of Agriculture and Rural Development and includes any employee acting in such post.

Employee Health and Wellness Coordinator - Is an employee tasked with the responsibility to coordinate the implementation of wellness programmes in the workplaces.

Immediate Family is an employee's immediate family members, i.e. spouse or partner, biological, foster or adopted children, parents and parents-in-law applicable to this act only.

Physical Wellness refers to promotion of taking care of your body for optimal health and holistic functioning.

Psycho Social Wellness is a dynamic state that is influenced by and influences our physical, social, intellectual, spiritual, economic and occupational lives.

Supervisor is a person in the first line management delegated to direct, coordinate, enhance and evaluate job performance of individual employees.

Wellness is more than the absence of diseases. It is a holistic process for both the individual and the organization, where active steps are taken proactive and curative to reduce chronic diseases and mitigate its debilitating impact on individual personal lives and organisational productivity.

Wellness Coordinator refers to a person who is professionally trained and registered with a relevant statutory body to perform psycho social wellness therapeutic interventions.

Workplace is any premises or place where a person performs work in the course of his employment at various levels of work stations.

9. POLICY PRONOUNCEMENTS

9.1. PRINCIPLES

The implementation of the Corporate Social Responsibility programme in the LDARD is underpinned by the following principles:

- 9.1.1 **Coherence** : The programme shall not contradict or replace any existing legislations, policies and administrative procedures. It shall remain neutral and complement other departmental policies.
- 9.1.2 **Eligibility and Accessibility**: Focus on all levels of employment irrespective of whatever status, position and workplace.
- 9.1.3 **Voluntarism**: Employees' participation in any sports and recreational codes activities and bereavement support will be voluntary.
- 9.1.4 **Prevention of abuse**: Any employee, employer, participating party as well as executive authority shall not use the programme for ulterior purpose.
- 9.1.5 **Respect for dignity, autonomy, justice and fairness**: Any participating party shall be treated with dignity, autonomy, justice and fairness in the implementation in this Policy.

9.2 SPORTS AND RECREATIONAL ACTIVITIES

The employer or his/her delegated official in all workplaces shall promote sports, recreation, exercise, and meditation and relaxation activities according to guidelines in this Policy as explained below:

9.2.1 SPORTS AND RECREATIONAL COMMITTEE

- a) A departmental committee shall be established to ensure the implementation of sports and the recreational programme.
- b) Each workplace at the level of Head Office, Colleges, Research Stations and Districts shall be represented in the departmental committee.
- c) Each workplace shall establish committees where all their sports and recreational codes shall be represented.
- d) Members of all sports and recreational codes shall be responsible to elect their subcommittee responsible to manage that sports and recreational code.
- e) The election of the departmental committee shall be facilitated by Employee Wellness and Special Programmes Directorate at Head Office and Districts committees by the District EHW Coordinator.
- f) The duration of the committee shall be three (3) years from the date of being elected and afterwards elections will be conducted.

9.2.2 FUNCTIONING OF THE COMMITTEE

- a) Committee members shall carry out their responsibilities as explained in the constitution of sports and recreation and as stipulated in this Policy.
- b) The committee shall take decision on committee members who fail to execute their duties without report on reasons for such failures.
- c) The functioning of all committees shall be reviewed annually during the departmental committee meeting and decisions will be taken on addressing poor performing committee members.
- d) Resignation from the committee should be done in writing and submitted to the Secretary of the committee.
- e) The committee is required to hold meetings and review programme performance.

9.2.3 SPORTS AND RECREATIONAL CODES

- a) The LDARD will create an environment that allows for the establishment of different sports and recreational codes.
- b) These sports and recreational codes shall include but are not limited to: Football, Rugby, Netball, Cricket, Volleyball, Athletics, Aerobics, Choir, Traditional Dance and Indigenous Games, Tug of War, Fun Walk and Spiritual Wellness.
- c) A list for all registered participants in all sports and recreational codes shall be developed by the chairperson of the relevant code and submitted to the EHW Coordinator at all workplaces. Each employee is required to complete a registration /application form of sports and recreational code of her/his choice that the Supervisor should sign.
- d) Termination of membership or participation in the registered sports and recreational code shall be done in writing stating the reasons to the chairperson of the sports and recreational code.
- e) Authorisation shall be obtained if a new sports and recreational code is introduced through the designated Directorate of Employee Wellness and Special Programmes.
- f) Participation of employees to all the approved sports and recreational codes shall be regarded as official.
- g) Each sports and recreational code shall develop its own constitution and code of conduct to co-ordinate and regulate its activities.
- h) Each sports and recreational code will be allowed one (1) practice session per week on Wednesdays starting from 14h00 during working hours.
- i) In case of games, events, tournaments and leagues outside the workplace and out of the Province, authorisation shall be obtained from the employer or a delegated official of the workplace for the required additional time.
- j) Injuries occurring during participation in any sports and recreational code shall be regarded as occupational injuries when that activity is approved by the HOD or a delegated official.
- k) The HOD shall authorize the utilization of state, subsidized vehicles or private vehicles for transportation of participants during practice sessions, games, events, tournaments and leagues from all workplaces.

9.2.4 CODE OF CONDUCT

- a) All participating employees in any sports and recreational codes shall abide by the approved allocated time.
- b) Participants in any sports and recreational codes shall obtain prior approval from their immediate supervisors and service delivery shall remain the priority when employees are released to participate in sports and recreation activities.
- c) Participants shall attend and remain in attendance for the specified times at the identified venue(s) for each sports and recreational code.
- d) Participants who depart from their workplaces to attend sports and recreational activities but fail to remain in attendance at the identified venues, commit misconduct and shall be handled in terms of departmental Policy on handling of misconduct.
- e) Attendance registers shall be kept by all chairpersons or captains of each sport and recreational code and shall be submitted to the EHW Coordinator of that workplace.

9.3 BEREAVEMENT SERVICES

- 9.3.1 Whilst the LDARD encourages employees to support each other in times of grieve/bereavement, only the death of the employee or their immediate family shall be officially reported within the LDARD.
- 9.3.2 The death of extended family members, including brothers, sisters, uncles, aunts, grandparents and relatives in general will not be officially reported within the LDARD and the LDARD will not be expected to provide any type of support.
- 9.3.3 Employees wanting to provide support in instances excluded in this Policy, will have to do so on their own accord and not on behalf of the LDARD.
- 9.3.4 No employee shall be forced to attend a memorial/funeral of a fellow employee or their immediate family members.
- 9.3.5 Only employees attending memorials/funerals and providing psycho-social wellness services shall be entitled to claim subsistence or travel allowance.
- 9.3.6 Any other costs associated with the memorial or funeral services shall be borne by the employees themselves.
- 9.3.7 Collection of money contributions for condolences shall be voluntary.
- 9.3.8 Each workplace shall establish a Social Club committee to regulate and monitor collection of money contributions for condolences as agreed by employees of that workplace.
- 9.3.9 The establishment of the Social Club Committee shall be approved by the delegated official who manages that specific workplace.
- 9.3.10 The employer shall allow employees and provide official transport for employees to attend memorial services/funerals and visit the family of the deceased employee during official hours.

9.4 MONITORING AND EVALUATION

- 9.4.1 The Directorate of Employee Wellness and Special Programmes shall coordinate, monitor and evaluate the implementation of this Policy.

- 9.4.2 The departmental committee shall submit their annual plan inclusive of all sports and recreational codes from all workplaces to the Directorate of Employee Wellness and Special Programmes.
- 9.4.3 The sports and recreation committees established in terms of this Policy shall monitor compliance to the provisions of this Policy.
- 9.4.4 Monitoring of progress on implementation of this Policy shall be conducted regularly through quarterly reports.

10. DEFAULT

Non-compliance and deviations from this Policy is not acceptable. Any request for deviation to this Policy shall be made in writing to the HOD and will only be allowed with written permission of the HOD.

11. INCEPTION DATE

The inception date is the date of approval of the Policy.

12. TERMINATION AND REVIEW


This Policy will be reviewed every three years (3) or as and when a need arise. Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. ENQUIRIES AND REPORTING

Enquiries regarding this Policy can be directed to:

Director Employee Wellness and Special Programmes, Limpopo Department of Agriculture and Rural Development, Private Bag x 9487, Polokwane 0700. Telephone – 015 294 3000. Employee Wellness is responsible for the timeous review, circulation, advocacy, and availability and feed-back regarding this Policy document. Employee Wellness is also responsible for reporting towards oversight bodies in the event of enquiries with regards to this Policy document.

Recommended:



Head of Department
(Maisela, RJ)

2017-09-13

Date

Approved:



Hon MEC for Agriculture and Rural Development
Mapula Mokaba-Phukwana (MPL)

27/09/17

Date