



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

CORPORATE SOCIAL RESPONSIBILITY POLICY

Ref.: S9/1/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~



Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10
DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: _____



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MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010
DATE

1. DEFINITIONS

- (a) **Extended Family Members** - includes brothers, sisters, uncles, aunts, grandparents and relatives in general, parents and parents in laws.
- (b) **Immediate Family** - An employee's immediate family members, i.e. spouse/ partner, biological, foster and adopted children.

NOTE: The word **HE/ HIMSELF** in this policy refers to both male and female

2. PURPOSE

To provide guidelines and framework on the implementation of the Corporate Social Responsibility programme in the department

3. LEGAL FRAMEWORK

- a) Constitution of the RSA, [Act No. 108 of 1996]
- b) Public Service Act [No 1994] as amended and Public Service Regulations, 2007
- c) Occupational Health and Safety Act [No. 85 of 1993]
- d) Compensation for Occupational Diseases and Injuries Act [No.130 of 1993]
- e) Basic Conditions of Employment Act [No. 75 of 1997]
- f) Employment Equity Act [No. 55 of 1998; 97 of 1998; 9 of 1999]
- g) Labour Relations Act [No. 66 of 1995]
- h) Promotion of Equality and Prevention of Unfair Discrimination [Act No. 4 of 2000]
- i) Mental Health Care Act [No. 17 of 2002]
- j) The Medical Schemes Act [No. 131 of 1998]
- k) DPSA – Employee Health and Wellness Strategic Framework
- l) EAPA-SA Standards 2009
- m) Director General Circular 20 of 2001
- n) The White Paper on Sports and Recreation of South Africa, 1998: Getting the nation to play.
- o) National Sport and Recreation Act [No. 110 of 1998]

4. OBJECTIVES

The objectives of the policy are the following:

- a) To enhance the well-being of employees and accelerate service delivery.
- b) To promote a healthy and balanced lifestyle to minimize stress related disorders.
- c) To provide a uniform and consistent way of supporting staff members and their next-of kin bereavement

5. SCOPE OF APPLICATION

This policy shall apply to:

- a) All employees of the department
- b) The immediate families of the employees (where applicable)

6. POLICY STATEMENT

6.1. SPORTS AND RECREATIONAL COMMITTEE

- 6.1.1. A departmental committee shall be established to ensure the implementation of each sporting and recreational code.
- 6.1.2. Each sporting and recreational code shall have the right to be represented in the committee.
- 6.1.3. Representatives of all sporting codes shall be responsible to elect the committee.
- 6.1.4. The duration of the committee shall be two (02) years.

6.2. SPORTS AND RECREATIONAL ACTIVITIES

- 6.2.1. The Department shall create an environment that allows for the establishment of Sport and Recreational codes.
- 6.2.2. These sport and recreational codes shall include, but are not limited to: Football, Rugby, Netball, Cricket, Volleyball, Athletics, Aerobics, Choir, Traditional Dance and Indigenous Games.
- 6.2.3. Employees' participation in any sports or recreational activity shall be voluntary.
- 6.2.4. Participation of employees to all the approved sporting codes shall be regarded as official.
- 6.2.5. Each sport and recreational code shall develop its own constitution to co-ordinate its activities and rules.
- 6.2.6. Each sport and recreational code shall have a committee that is governed by its constitution to co-ordinate its activities.
- 6.2.7. Each sport and recreational code may be allowed one maximum practice session per week. (Two and half hours per session from 14h00 to 16h30 during working hours).
- 6.2.8. Participants in the sport and recreational codes must obtain prior approval from their immediate supervisors.
- 6.2.9. Injuries occurring during participation in any sport code shall be regarded as occupational injuries when that activity is approved by HOD or a delegated official
- 6.2.10. A list for all participants in all sporting code shall be developed by the chairperson of the relevant code and be submitted to the Employee Health & Wellness Sub Branch.
- 6.2.11. Attendance registers shall be maintained
- 6.2.12. The HOD or his delegate may authorize the utilization of state, subsidized vehicles or private vehicles for transportation of participants during events and practice sessions across all workplaces.
- 6.2.13. The chairperson of each sport and recreation code shall submit their annual plans to the sub branch, Employee Health & Wellness.

6.3. BEREAVEMENT

- 6.3.1. Whilst the department encourages staff members to support each other in times of bereavement, only the death of the employee or their immediate family member shall be reported within the department

- 6.3.2. The death of extended family members, including brothers, sisters, uncles, aunts, grandparents and relatives in general shall not be officially reported within the department and the department shall not be expected to provide any type of support
- 6.3.3. Employees wanting to provide support in instances under 6.3.2. above, shall have to do so on their own accord and not on behalf of the department
- 6.3.4. The department shall provide transport to take employees to the funeral of an employee or their immediate family.
- 6.3.5. No employee shall be forced to attend a memorial/funeral of a fellow employee or their immediate family.
- 6.3.6. Only employees attending memorials/ funerals or providing psycho-social services as indicated in procedure manual shall be entitled to claim subsistence or travel allowance
- 6.3.7. Any other costs associated with the memorial service or funeral shall be borne by the employees themselves
- 6.3.8. Collection of condolences shall be voluntary.
- 6.3.9. The sub branch, Employee Health and Wellness shall coordinate, monitor and evaluate the implementation of this policy.

7. **POLICY REVIEW**

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.