

POLICY ON BOUQUETS FOR EMPLOYEES AND COUNCILLORS OR THEIR FAMILIES

RAADSBESLUIT

COUNCIL RESOLUTION

DC 517/08/13

COUNCIL MEETING DATE

26 AUGUST 2013

1. PURPOSE

The Eden District Municipality has the wellness of their employees at heart and wants to show that they care in different ways. With this policy EDM is committed to show our sympathy with the employees and Councillors in times when they are hospitalized or when they have death in their families.

2. DEFINITIONS

Eden's values are to care for their people and to inspire employees to foster positive attitudes. Employees and Councillors will experience the warmth of the organization through the token of support when they receive bouquet of flowers, fruit or any gesture of caring while they are hospitalized or when they have death in their immediate families.

3. POLICY

SCOPE

This policy applies to all employees and Councillors of Eden District Municipality, Municipal Manager, Section 57 appointments and contract workers.

3.1 *PRINCIPLES*

3.1.1 Head of Departments, Supervisors or fellow colleagues must inform Human Resources (EAP Officer) of any employee or Councillor who is hospitalized.

3.1.2 Head of Departments, Supervisors or fellow colleagues must inform Human Resources (EAP Officer) of any employee or

Councillor who has death in his / her immediate family (Mother, Father, Spouse, Life partner in a long term relationship or Children). In instances of mother, father and children the reference is to biological or adoptive).

- 3.1.3 Head of Departments will inform Human Resources (EAP Officer) of the death of any employee or Councillor.
- 3.1.4 The Occupational Health and Safety Officer must inform Human Resources (EAP Officer) of any fatal accident or when a person is hospitalized after an accident at work;
- 3.1.5 Human Resources (EAP Officer) will ensure that flowers and appropriate wording from EDM be sent to the employee or Councillor or his/her family. Human Resources will also inform the chairperson of the local branch of the trade union.

3.2 *GUIDELINES FOR GIVING OF BOUQUETS*

- 3.2.1 Eden District Municipality will send BOUQUETS to a maximum of R150.00 per bouquet and a card with appropriate wording to an employee or Councillor or his/her family when:
 - a. the employee or Councillor is hospitalized for the first time in a financial year;
 - b. a family member of the employee or Councillor dies (Father, Mother, Spouse or Children). It is specifically referred to as biological or adoptive parents or children;
 - c. a child (biological or adoptive) is born; or
 - d. an employee or Councillor dies.
- 3.2.2 Human Resources (EAP Officer) will facilitate the process and render the service required.
- 3.2.3 The amount in 3.2.1 will be adjusted from time-to-time by the accounting officer.

4. PROCESS

PROCESS OF ORDERING AND PAYMENT OF BOUQUETS

Human Resources (EAP Officer) will co-ordinate the process and arrange the necessary deliveries.