



# BOUQUET POLICY

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| Date<br>Approved: | 26/08/2013       | Council<br>Resolution (DC<br>No): | DC 517/08/13 |
| Date<br>Revived:  | 25/08/2020 (E.5) |                                   |              |

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# 1. Introduction

The Garden Route District Municipality cares about the wellbeing of their Employees and Councillors and wants to show their support and compassion towards employees and their families when they are going through difficult times such as hospitalisation or death in the family and also when they are going through special moments like the birth of a child.

# 2. Purpose of this Policy

The purpose of this policy is to provide an appropriate and consistent response from the Garden Route District Municipality when special events occur in the life of the Employees.

# 3. Scope of this Policy

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

# 4. Policy

- 4.1.1 When the Councillor or Employee is hospitalised the Head of Department's Personal Assistant, Supervisors or fellow colleagues must inform the Human Resources Practitioner: Employee Assistance Programme to arrange a snack basket or a flower bouquet.
- 4.1.2 When there is death of an immediate family member the Head of Department's Personal Assistant, Supervisors or fellow colleagues should inform the Human Resources Practitioner: Employee Assistance Programme to arrange a flower bouquet. For the purpose of this policy, an immediate family member is a spouse, life partner in a long-term relationship, children or parent). In instances of parents and children the reference is to biological or adoptive).
- 4.1.3 When there is a death of an Employee the Head of Department's Personal Assistant should inform HR Practitioner: EAP to arrange a flower bouquet.

- 4.1.4 When an employee gives birth or has a new child (biological or adoptive) the Personal Assistant of the Head of Department should inform the HR Practitioner: EAP to arrange a snack basket or flower bouquet.
  - 4.1.5 The Occupational Health and Safety Officer must inform Human Resources Practitioner: Employee Assistance Programme of any fatal accident or when a person is hospitalized after an accident at work.
  - 4.1.6 Human Resources Practitioner: Employee Assistance Programme will ensure that flowers and appropriate wording from Garden Route District Municipality 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.
- 4.2 Guidelines for giving Bouquets
- 4.2.1 Garden District Municipality will send Bouquets to a maximum of R500 per bouquet and a card with appropriate wording to the Employee or Councillor or his/her family when:
    - a) The Employee or Councillor is hospitalised 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.
  - 4.2.2 Human Resources Practitioner: Employee Assistance Programme will facilitate the process and render the service required.

## 5. Processes

- 5.1 The process of ordering, payment and the arrangement of the delivery of bouquets will be coordinated by the Human Resources Practitioner: Employee Assistance Programme.

## 6. Policy Review

This policy will be reviewed every two to three years.

## 7. Effective date & Approval

On the minutes of the Council meeting that took place on 25 August 2020 (E.2) this Policy was approved.