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Policy no: 4 of 2005

DEPARTMENT OF PUBLIC WORK: LIMPOPO PROVINCE SOCIAL WELLNESS POLICY

1. INTRODUCTION

The Department of Public Works is committed to ensuring that employees in the department are healthy and enhance good interpersonal relations in the workplace to ensure that goals and objectives of the department are achieved in a friendly environment.

To achieve the above, the department introduces this policy in order to promote wellness in the workplace. Wellness is viewed in a health concept, which states that health is a complete state of physical, spiritual, emotional and social well-being.

The department strives to create a healthy and friendly atmosphere in order to enhance service delivery through team building programmes that include amongst others social activities that will build friendship and harness good relations. The policy covers a broad range of issues that include unforeseen circumstances such as death of an employee or a close family member, birthdays, farewells and sports.

Participation in all social wellness activities will be done on voluntary basis.

2. PURPOSE

- 2.1 To facilitate and enhance social relations amongst departmental employees.
- 2.2 To give guidelines on managing social wellness activities in the department

3. LEGAL MANDATE

- 3.1 **Provincial social wellness guidelines:** It gives mandates to department to develop own social policies.
- 3.2 **White Paper on sport and Recreation, 1998:** Sport ought to be harnessed to add value to the workplace, as a large portion of time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the work place, and increasing productivity.

4. SOCIAL ACTIVITIES

4.1. FAREWELLS/ BIRTHDAYS/WEDDINGS

In instances where officials leave the department, have birthdays and weddings their colleagues in the executive programme, programme or sub-programme may voluntarily contribute a certain amount agreed by all. The contribution may be given to the concerned employee or a present can be arranged and presented to the employee on the day of the farewell, birthday or wedding. In cases of farewell and birthday parties, the party or function should be held during lunchtime or after hours.

4.2. FUNERALS AND MEMORIAL SERVICE

Corporate services and Shared services managers have the responsibility to arrange memorial services for the deceased employees. To support employees with regard to funerals and memorial service, it is expected from employees of the department to voluntarily:

- 4.2.1 Attend memorial services of deceased employees as scheduled
- 4.2.2 Attend funerals of deceased employees as scheduled
- 4.2.3 Offer assistance in the form of giving a helpful hand in the proceedings / arrangements of the funerals, where required
- 4.2.4 Contribute financially and/or in kind, or through condolences, towards the proceedings of the funeral

5. SOCIAL ACTIVITIES

Social activities shall take place alternatively, meaning one activity per day between 15:00 and 16:30. The Department will have the opportunity to compete against other departments in similar sporting codes that may be introduced.

The saying that goes: "A healthy mind in a healthy body", is applicable here. It is advisable for employees to participate in at least one activity in order to exercise and refresh the mind. The leader of each social activity shall ensure that employees sign attendance registers during practice sessions. Each employee shall only be allowed to participate in one social activity. Such social activities include:

5.1 Choral music

The departmental choral group has been established. This group will entertain people in occasions such as funerals and any other relevant activity organised by the department. The group is composed of both males and females that have volunteered to participate. The choral group have the responsibility to decide on a particular day of the week for practice sessions.

5.2 Soccer

It is encouraged of employees to participate in this sporting activity. These teams will play against other provincial/national departments who have similar teams in place. This will promote friendship among Public Servants and getting to know each other better. Employees participating in the teams will be expected to furnish their own soccer boots. The department may furnish the required accessories, e.g., soccer balls, jerseys, shorts, and socks, when teams are fully established.

5.3 Chess

This activity helps individuals to think actively. The game enhances decision-making, innovation, initiative and logical thinking. Employees who are willing to participate in this activity will have the opportunity to compete against peers in other departments who have a similar activity in place.

5.4 Table tennis

This is normally called “a game of speed and concentration”. Envisaged to participate in this activity are people who are determined to achieve flexibility in their physique. Participants may compete against other departments and similar groups who are involved in this sport. Inter-departmental competitions may be organised to promote the effectiveness of this sport.

5.5 Cultural dance

It is encouraged that as Africans, we do not shun away from our roots. This activity enhances the knowledge and skills of our traditions / cultures. Participants in this activity will entertain employees during occasions such as end-of-year functions, farewell functions; cultural day, etc.

5.6 Netball

Employees are encouraged to participate in this sporting activity. These teams will play against other provincial/national departments who have similar teams in place. This will promote friendship among Public Servants and getting to know each other better. Employees participating in the teams will be expected to furnish their own **TEKKIES**. The department may furnish the required accessories, e.g., balls, Netball gear when teams are fully established

5.7 Volleyball

5.8 Teniquette

5.9 Snooker / Pool.

6. ROLES AND RESPONSIBILITIES

6.1. EMPLOYER

- 6.1.1 To ensure that employees are given time to participate in organised activities.
- 6.1.2 To ensure that employees are informed of the activities in place
- 6.1.3 To provide or arrange for facilities where sporting activities have been initiated
- 6.1.4 To establish departmental social committee
- 6.1.5 To provide resources such as sporting equipments
- 6.1.6 To ensure proper implementation of Transport policy and give guidance about transport issues

6.2. DEPARTMENTAL SOCIAL COMMITTEE

A committee shall be established to manage and process the activities that will be initiated in the department. The committee should be composed of nominated / appointed chairpersons of various sporting activities, including the chairperson of the funeral committee.

This committee will be responsible for:

- 6.2.1 Co-ordinating the activities of the various committees;
- 6.2.2 Compiling the constitutions or guidelines of the various committees;
- 6.2.3 Ensure that facilities are arranged or provided for different activities;

6.2.4 Ensure that all employees are informed of the various activities that are taking place;
Ensure the registration of participating members in all sporting activities.

6.3 EMPLOYEE

- 6.3.1 To inform his/her immediate supervisor of his/her participation in the social activities and provide practice sessions programme to the supervisor.
- 6.3.2 Loyalty is encouraged at all times.

7. MONITORING AND EVALUATION

The sub-programme Employee Assistance Programme and the social committee shall frequently monitor and evaluate the implementation of the policy.

8. GRIEVANCE/DISPUTE RESOLUTION

Any grievance or dispute arising out of the implementation of this policy should be dealt with by following grievance procedures in terms of the relevant Collective Agreement or dispute resolution mechanism in the Public Service.

9. POLICY REVIEW

This policy shall be reviewed annually

GENERAL MANAGER: STRATEGIC HRM

DATE

HEAD OF DEPARTMENT

DATE