



## NDLAMBE MUNICIPALITY HR POLICIES

<b>No.</b>	<b>Policy</b>	<b>Last Reviewed &amp; Adoption Date</b>	<b>Custodian(s) Responsible person</b>
1	Allowances Policy	28 January 2021	Corporate Services
2	Bereavement Policy	30 May 2023	Corporate Services
3	Employee Wellness Policy	30 March 2023	Corporate Services
4	Labour Relations Policy	30 June 2017	Corporate Services
5	Leave Policy	30 May 2023	Corporate Services
6	Occupational Health & Safety Policy	26 June 2020	Corporate Services
7	Overtime Policy	27 October 2022	Corporate Services
8	Private Work (Code of Conduct) Policy	07 December 2018	Corporate Services
9	Remuneration Policy	28 January 2021	Corporate Services
10	Recruitment and Selection Policy	27 October 2022	Corporate Services
11	Essential User Car Scheme Policy	30 March 2023	Corporate Services
12	Study and Capacity Building Policy	20 May 2020	Corporate Services
13	New Policy Disciplinary Procedure Agreement	29 March 2018	Corporate Services
14	Motor Vehicle Allowance	29 August 2023	Corporate Services
15	Policy On Casual Or Contract Workers	16 November 2023	Corporate Service
16	Grievance Policy	08 December 2023	Corporate Services
17	Attendance and Punctuality Policy	30 March 2021	Corporate Services



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18	Relocation Policy	30 January 2024	Corporate Services
19	Retention and scarce skills Policy	28 January 2021	Corporate Services
20	Smoking Policy	27 March 2019	Corporate Services
21	Substance abuse Policy	30 January 2024	Corporate Services
22	Job Evaluation Policy	29 August 2023	Corporate Services
23	Chronic illness Policy	25 August 2020	Corporate Services
24	Sexual Harassment Policy	08 December 2023	Corporate Services
25	COVID-19 Ready Workplace plan and return to work Policy	20 May 2020	Corporate Services
26	Data allowance Policy and Procedures for Audit Committee members	29 October 2020	Corporate Services
27	Training, Education and development Policy and Skills Development Plan for Councillors	26 June 2020	Corporate Services
28	Telephone use Policy	30 June 2017	Corporate Services
29	Data Allowance Policy for Audit Committee members	29 October 2020	Corporate services
30.	Whistle blowing Policy	28 March 2024	Corporate services
31	Appointment of Senior Managers Policy	18 August 2021	Corporate services
32	Post-Retirement Medical Subsidy Policy	29 March 2022	Corporate services



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33	Danger Allowance Policy	08 October 2021	Corporate services
34	Mayor's External Bursary Policy	09 December 2022	Corporate services
35	Anti – Corruption and fraud prevention Policy	28 March 2024	Corporate services
36	Corporate Uniform Policy	30 June 2022	Corporate Services
37	Cell Phone Allowance and Data Card Policy	27 October 2022	Corporate Services
38	Termination of Services Policy	27 October 2022	Corporate Services
39	Promotion, Transfer, Secondment and Acting appointment Policy.	27 October 2022	Corporate Services
40	Skills Development Policy	27 October 2022	Corporate Services
41	Private Work and Declaration Of Interest Policy	27 October 2022	Corporate Services
42	Stand-by, Shift and night work allowance policy	30 May 2023	Corporate Services
43.	Internship/Experiential Policy	31 October 2023	Corporate Services
44.	Discipline/Labour relations Policy.	31 October 2023	Corporate Services
45	Human Resources Plan	30 May 2024	Corporate Services