

Item

2/3/1

Corp. Serv.

REVIEWED: HUMAN RESOURCES POLICIES: CORPORATE SERVICES DEPARTMENT

OBJECTIVE

To obtain Council approval on the adoption of 27 reviewed Human Resources Policies for 2025-2026 financial year.

BACKGROUND

The Human Resources Policies (27) were reviewed by the Local Labour Forum on the 12th of March 2025. The following policies were reviewed and now presented to Council for adoption.

NO.	Policy	Date reviewed by LLF 12 March 2025
1	Acting policy	X
2	Anti-fraud and corruption policy	X
3	Appointment and Selection of Senior Managers policy	X
4	Attendance and Punctuality policy	X
5	Attendance of Seminars policy	X
6	Code of Conduct for municipal staff policy	X
7	Dress Code policy	X
8	Employee Assistance policy	X
9	Exit Management policy	X
10	Fraud Prevention Strategy	X
11	Human Resources Plan (Strategy)	X
12	Imprisoned Employee policy	X
13	Leave policy	X
14	Occupational Health and safety policy	X
15	Overtime policy	X
16	Ulundi Municipality Organizational and Individual Performance Management policy	X
17	Recruitment and Selection policy	X
18	Relief Staff policy	X
19	Retention policy	X
20	Scarce Skills policy	X

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21	Secondment of Senior Manager policy	X
22	Sexual Harassment policy	X
23	Smoking policy	X
24	Study Assistance policy	X
25	Succession Planning policy	X
26	Whistle Blowing policy	X
27	Work Related Functions policy	X

COMMENTS BY THE MUNICIPAL MANAGER

To be tabled

RECOMMENDATION

1. **THAT** Council approves the reviewed 27 Human Resources policies for 2025-2026 financial year.