

“ The City of Heritage ”



ULUNDI LOCAL MUNICIPALITY

WORK RELATED FUNCTIONS POLICY

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1 Policy purpose

The purpose of this Policy to clarify which activities are regarded as official work-related functions or parties as well as providing officials with the guidelines and procedures which are required when hosting an official work-related social function or party.

2 Policy Scope

This policy applies to all municipal employees and councillors.

3 Policy definition

Official work-related functions and parties are defined as:

- retirement parties,
- employee recognition and employee appreciation functions,
- divisional or company-wide team building activities,
- committee work,
- pre-business meeting refreshments,
- annual Christmas or New Year Celebrations
- divisional or departmental holiday gatherings or
- any other company or departmental functions approved by the Municipal Manager.

4 Legislative framework

The following legal prescript is applicable to this policy.

Local Government: Disciplinary Regulations for Senior Managers, (Government Notice No. 344), as published in Government Gazette No. 3421.

5 General Policy Provisions

All official work-related functions as defined in clause 2 above must be approved by the Municipal Manager on the prescribed form prior to the function being hosted.

All expenses and disbursements must be identified on the prescribed form along with a description of and motivation for the function.

5.1 Use of Alcohol

Where alcoholic beverages are provided at official work-related functions, it is the responsibility of each and every employee to ensure that excessive alcohol is not consumed or that employee(s) do not drive whilst under the influence of alcohol.

5.2 Dietary Provisions

In arranging work-related functions, the function organiser must be sensitive to the dietary constraints of employees.

5.3 Disciplinary Standards

Employees must be made aware that the normal disciplinary standards apply at work-related functions. At a work-related function, an employee is still an employee, and subject to the policies of the council as well as the code of conduct for municipal employees.

5.4 Request to host Official Work-Related Business Function

REQUEST TO HOST WORK RELATED FUNCTION		
Department		
Nature of Function		
Reason for Function		
Projected Costs for Hosting		
Function		
Account Allocation		
Venue		
Parties present at Function	Please provide names of persons present	
Management <input type="checkbox"/>		
Employees <input type="checkbox"/>		
Customers <input type="checkbox"/>		
Suppliers <input type="checkbox"/>		
Other parties present <input type="checkbox"/>		
For Office Use		
Requested by		
Name		
Signature		
Date		
Approved by		
Additional Remarks / Comments		
Name		
Signature		
Date		
Received by Financial Director		