

# BEREAVEMENT POLICY



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DATE: 03/08/2020

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## **1. PURPOSE OF POLICY**

To ensure a uniform, fair and consistent approach in dealing with the death of councillor, staff as well as death of immediate family members of staff.

## **2. OBJECTIVE OF POLICY**

To regulate a supportive environment for Councillors, employees and their immediate family members during bereavement.

## **3. SCOPE**

This policy shall apply to all employees of the Mbhashe Local Municipality.

## **4. POLICY DEFINITION**

Terminology used in this policy shall mean the same original context

## **5. LEGISLATIVE FRAMEWORK**

5.1 Constitution Act 108 of 1996

5.2 Basic Conditions of Employment Act

5.3 Occupational Health and Safety Act No.85 of 1993 as amended

## **6. POLICY PROCEDURE**

6.1 Death of a Councillor and Staff member

- a) The Unit, Department or relevant manager will be responsible to inform the Corporate Service department and the office of the Municipal Manager of death happened.
- b) In case of a councillor, the office of the Speaker will Corporate Services department and inform communications office.

6.2 Death of immediate family member of councillor and staff

Transport may be provided for home visit only

6.3 Coordination of Committee

- a) The affected department shall coordinate all logistical arrangements, and must facilitate transport provision, provided is approved by the Municipal Manager.

6.4 Official Delegation

- a) An official delegation will be nominated, to pay a home visit to the immediate family of the deceased staff member after the receipt of the notification of death.
- b) The affected department will dominate the number of delegates.
- c) The delegation numbers will be approved by the Municipal Manager and the speaker in the case of councillors.

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- d) All delegates must receive pre-approval from their HoD's.

#### 6.5 Memorial Service

- a) A memorial service will be arranged by the affected department in collaboration with the communication unit on receipt of the family permission.
- b) The communication unit will be responsible for the development of the memorial service programme with inputs from the affected department and family.
- c) The affected department will invite the belated staff member's immediate family to the memorial service.
- d) A municipal transport, approved by the Senior Manager: Corporate Services will be made available for up to 30 family members to attend the memorial service.
- e) Additional family members may however attend the memorial service at their own costs.
- f) Venue for memorial service should be near the workstation where the employee was working, eg. Dutywa for Dutywa employees and vice versa

#### 6.6 Condolences

- a) The affected department will nominate individuals who will be responsible for collecting condolences from Councillors and Staff, condolences are voluntary

#### 6.7 Transport to funeral

- a) A municipal transport may be provided depending on availability for attendance of funeral.

#### 6.8 Bereavement Counselling

The CEAP will serve as basis for counselling affected councillor or staff member.

## 7. GENERAL POLICY PROVISIONS

Policy applies to all employees of Mbhashe Local Municipality excluding EPWP employees as regulated by Ministerial Determination of EPWP

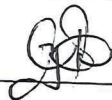



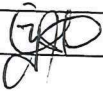
## 8. PROCEDURES FOR IMPLEMENTING POLICY

The Municipality will implement the policy and apply remedial actions in line with the outlined processes

## 9. POLICY GOVERNANCE

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# 1. POLICY GOVERNANCE

<b>Policy Title</b>	<b>BEREAVEMENT POLICY</b>	
<b>Policy Version</b>		
<b><u>Role &amp; Process</u></b>	<b><u>Responsible Individual Name and/or Date</u></b>	<b><u>Responsibility Accepted Signature</u></b>
<b>Senior Manager Corporate Services</b>	<b>Ms N. Mahlati- Nkuhlu</b>	
Policy Custodian		
Policy Author		
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<b>(UNIT) eg. Manager Human Resources</b>	<b>N. Hanise</b>	
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<b>Comments</b>		