



BEREAVEMENT POLICY

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| POLICY NUMBER | |
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| RESPONSIBLE MANAGER | HEAD: CORPORATE SERVICES |

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BEREAVEMENT POLICY

1. PREAMBLE

- 1.1 The Entity acknowledges its responsibility to create and manage an environment that accommodates and values the welfare of its employees and Members of Board.
- 1.2 The Policy on handling of death in the Port St Johns Development Agency is necessary to promote uniform norms and standards and to inform all staff on the procedures to be followed in reporting and dealing with staff that has passed away.
- 1.3 The death of a staff member or Board Member must be dealt with sensitively and afforded the necessary respect. It is important that the Entity has an approved policy to deal with cases of this nature.

2. PURPOSE

- 2.1 The **purpose of a Bereavement Policy** is to provide a clear, compassionate, and consistent framework for supporting employees who experience the loss of a loved one.

3. SCOPE OF THE POLICY

- 3.1 This policy is applicable to all employees of Port St Johns Development Agency.
- 3.2 The Human Resource Manager will be the key driver of application of this policy.

4. DEFINITIONS

4.1 Bereavement- means the loss on a Member of Board, employees, interns, experiential trainees and EPWP beneficiaries.

4.2 Bereaved person - refers to Member of Board and employees of the Port St Johns Development Agency.

4.3 Deceased person - a Member of Board, employee, intern and experiential trainee and EPWP participant of the Port St Johns Development Agency who has passed on.

4.4 Immediate family member- means the spouse(s) or life partners, children, legally adopted children, biological parents, mothers and fathers in law of a Member of Board or employee.

4.5 Member of the Board- An elected Member of Board of Port St Johns Development Agency.

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5. PROBLEM STATEMENT

- 5.1 The entity may experience the death of its employees and or their loved ones at any point during their employment. Such events can have a significant emotional, psychological, and practical impact, affecting their well-being and ability of employees to perform their duties.
- 5.2 Currently, there may be **inconsistent practices, unclear expectations, or lack of formal guidance** on how bereavement situations are handled within the organization. This can lead to **inequity, miscommunication, and a lack of adequate support for grieving employees.**

Therefore, a formal Bereavement Policy is required to:

- 5.3 Provide a clear framework for bereavement leave and support,
- 5.4 Ensure fair and compassionate treatment of all employees,
- 5.5 Align with organizational values and legal obligations.

6. NOTICES

- 6.1 When an employee/Board Members passes away, the head of the department/CEO, should be notified immediately to allow her / him to arrange for the paying of respect to the deceased person and to express condolences to the family.
- 6.2 The Human Resource Division of Corporate Services shall be notified immediately in order to implement necessary procedures.
- 6.3 The death certificate as a proof of Bereavement must be sent to the Human Resources Division as a matter of priority.
- 6.4 At least 50% of employees must be released officially to attend the funeral of the colleague/ immediate Family member and regarded as present at work or aligned with the rules of the organization.
- 6.4 Employees to be released officially to visit the family of the bereavement/ deceased prior date of funeral.
- 6.5 Transport must be provided for the staff released for attending funeral in the event of colleague or Board Member deceased.
- 6.6 Corporate services department must be informed in writing by the department of an employee who has bereavement.
- 6.8 Employees must be notified of the bereavement of fellow employee or employee's immediate family member.
- 6.9 Employees must be notified in a form of a meeting in the event of employee deceased and transport must be provided for visit his or her family.
- 6.10 Transport must be provided for employees to attend the funeral of their fellow employee deceased.
- 6.11 Manager or supervisor must ensure that in the absence of employees released adequate personnel is arranged for proceeding with the services.

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7. MEMORIAL SERVICE

- 7.1 A memorial service shall be held for the employee or Member of Board who has passed away.
- 7.2 The family must first be approached to obtain permission and agreement before any arrangements are made for the memorial service.
- 7.3 The HR Division shall make the necessary arrangements for a memorial service.
- 7.4 All departments should be informed of the arrangements to allow officials and Board to attend the memorial services.
- 7.5 The Subsistence and the Travelling vote of the Department or cost centre concerned shall be used for the refreshments for the memorial service.
- 7.6 Only direct expenditure for the refreshments for the memorial services may be incurred by the entity, unless the board determines otherwise.

8. CONTRIBUTIONS

- 8.1 The HR Division will be responsible for collecting voluntary contributions for condolences to the bereaved family.
- 8.2 Contributions are voluntary and no amount is being prescribed for condolences.
- 8.3 The Chief Executive Officer /Delegate in the case of an employee, and in the case of a Board, shall represent the Port St Johns Development Agency at the funeral.

9. OFFICIAL TRANSPORT

- 9.1 Prior approval must be obtained from the **CEO** for the use of official transport by **employees** or **Board Members** to attend the memorial service in the event of the death of a **PSJDA employee**.
- 9.2 Official transport **shall not be provided to immediate or extended family members** of any employee under any circumstances.
- 9.3 The entity shall ensure the provision of transport for employees who wish to attend the funeral service of the employee.
- 9.4 The HR Division shall coordinate the enlisting of names for employees and Member of Board who wish to attend the funeral service in order to determine the capacity of the vehicle required.
- 9.5 Subsistence and travelling vote for the Department or cost centre concerned shall be used to finance the transport costs for the funeral attendance.

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10. LEAVE OF ABSENCE

- 10.1.1 Employees may be released from official duties to attend a service during official working hours.
- 10.1.2 Approval for release of employees must be obtained from the relevant Head of the Department.

11. LETTERS OF CONDOLENCES

- 11.1 The HR Division, in the case of an employee and other persons, Member of Board, must prepare and issue a letter of condolence to the immediate family of the deceased.
- 11.2 Internal memoranda shall be issued in respect of the passing away of the person covered in this policy.

12. COMMENCEMENT

- 12.1 This policy will come into effect on the date of adoption by the Board.

13. INTERPRETATION OF THIS POLICY

- 13.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 13.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 13.3 The Office of the Chief Executive Officer shall give a final interpretation of this policy in case of a written dispute.
- 13.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

14. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 14.1 This policy may be partly or wholly waived or suspended by the Board of Directors on a temporary or permanent basis after consultation between Management and Trade Unions.
- 14.2 Notwithstanding clause No. 11.1 the Chief Executive Officer may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Board and Trade Unions.

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15. AMENDMENT AND/OR ABOLITION OF THIS POLICY

- 15.1 This policy may be amended or repealed by the Board of Directors after consultation between Management and Trade Unions.

16. COMPLIANCE AND ENFORCEMENT

- 16.1.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 15.1.2 It will be the responsibility of all Managers, Supervisors, Board Committees and Board of Director to enforce compliance with this policy.

17. COMMUNICATION AND CONSULTATION

- The policy will be communicated to all employees using all available communication channels and posted on the Entity's website.
- Corporate Services will manage policy communication and awareness.

18. PENALTIES

- Non-compliance with any part of this policy is regarded as misconduct and will be addressed according to the Entity's Disciplinary Policy.

19. POLICY REVIEW

- The policy must be reviewed annually to assess its effectiveness and relevance.
- Reviews may occur sooner if substantial organizational changes or legal requirements arise.


20. POLICY APPROVAL

- This policy was formulated by the Entity for recommendations by HRRC and approved by the Board.

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21. APPROVAL AND SIGNATURES

Chief Executive Officer



Signature

19 January 2026

Date

Board Chairperson



Signature

19/01/2026

Date