



Tourism information, Town Entrance, Port St John's, 5120

P.O. Box 253, Port St John's, 5120

Tel: 047-5641188; Fax: 047-564 1319 Email Address: info@psidevagency.co.za

COMMENTS ON HUMAN RESOURCES POLICIES

1. Performance Management Policy

Observation

Paragraph 1 (Preamble) suggests that the policy applies only to staff members at the forefront of service delivery, while Paragraph 2 (Purpose) indicates that the policy applies to all staff across the entity. This creates inconsistency in interpretation and application.

Recommendation

Use consistent terminology throughout the policy to clearly indicate whether it applies to all employees or a specific category of staff, in order to avoid potential disputes or implementation challenges.

2. Bereavement Policy

Observation

- Pages are not numbered.
- Paragraph numbering is inconsistent, with Paragraph 5 appearing twice (once as *Problem Statement* and again as *Notices*).

Recommendation

- Correct and standardise page and paragraph numbering to ensure clarity and ease of reference.
-

3. Grievance Policy

Observation

Paragraph 6, titled *Problem Statement*, does not describe an existing problem or challenge. Instead, it outlines an ideal or desired future state. A proper problem statement should clearly describe the issue that necessitates the development of the policy.

Recommendation

As resolved during the workshop, all policies should include the following standard sections:

- **Preamble**
 - **Problem Statement** (clearly articulating the challenge or issue to be addressed and the intended solution)
 - **Purpose** (aligned with and reinforcing the problem statement)
 - **Scope**
 - **Legislative Framework** (to ensure compliance with applicable laws and regulations)
-

4. Recruitment Policy

Recommendations

- Accommodation for newly appointed Senior Manager may be provided for a period of **one to three months**, subject to the availability of budget.
 - Accommodation should start to a **three-star hotel** and above.
 - Travel claims for interview attendance should be applicable to **Task Grade 12 and above** only.
-

5. Leave Policy

Recommendation

Special leave taken during the Christmas period or other officially recognised shutdown periods must be **approved by the Board of Directors**.

Chief Executive Officer



Z.S. Qobo

