

Feedback: Departmental Bargaining Chamber

Procedure Manual for Recognition of Service Excellence

The employer presented a Recognition of Excellence Framework, which is intended to raise staff morale through the recognition of exceptional contributions and high performance. The scope of its application will be for all employees who have served in the Department for at least 12 months, with the exclusion of senior managers. The basis of selection in the programme will be the *Batho Pele* principles. It will cater for a selection of employee-of-the-month by fellow employees in each branch who will be eligible to become employee-of-the-quarter and ultimately employee-of-the-year. Employees who are successfully nominated in these categories will be awarded non-monetary incentives. The PSA noted the employer's presentation and indicated that the proposed framework will be taken to members for comments and inputs. Members are urged to read through the proposed framework and send their views to the PSA on whether the proposed criteria and process are realistic and practical within the context of their working environments.

Review: Occupational Health Safety Policy

The employer is in the process of consulting the PSA on the review of the Occupational Health and Safety Policy. The policy will be applicable to all employees and persons visiting the premises of the Department. The purpose of the review is to update the OHS policy to align it with current legislation and will include an addendum that deals with the management of COVID-19 in the workplace. The policy will be underpinned by a number of principles, which include the consideration of "safety and environmental factors in all operating decisions including planning and acquisition." The policy provides for the appointment of a person to represent employees in all matters relating to health and safety and ensure the maintenance of a working environment that is safe without risk to the health of employees. Such a person will perform duties on behalf of the Director-General and bear the authority and powers necessary to ensure that all necessary activities are executed in terms of the *Occupational Health and Safety Act, 85 of 1993*. Members are urged to read through the draft policy and send their inputs to the PSA at joseph.mashigo@psa.co.za and/or smabele@tourism.gov.za on or before **22 October 2021**.

Matters of mutual interest

Members are urged to raise all issues of concern that they would like the PSA to engage the employer on, as well as issues that relate to members' interests in the workplace and their conditions of service.

Such issues may be submitted to the PSA Branch Chairperson, Mr Sibusiso Mabele on smabele@tourism.gov.za.

Members will be updated on developments.

GENERAL MANAGER