



FOR PSA MEMBERS: **COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC)**

24-02-2025

Feedback: CIPC consultation for policies under review

The employer has presented the following draft policies at the Bargaining Forum for consultation and review:

Telecommuting Policy

This policy is designed to provide employees with the flexibility to work remotely for most of the week whilst ensuring that productivity, company culture, and data security are maintained. It establishes clear guidelines for telecommuting and applies to employees whose job responsibilities allow for remote work.

Disciplinary Code and Procedure

This policy outlines the organisational framework governing work ethics, conduct, and professional practices in the CIPC. It promotes constructive labour relations whilst preventing arbitrary, discriminatory, or unfair disciplinary actions. The policy applies to all employees of CIPC.

Bursary Policy

This policy supports employees' professional and personal development by providing financial assistance for studies relevant to the CIPC. It aims to equip employees with new skills and enhance career growth. The policy applies to all permanent employees, excluding those on probation. Newly appointed employees must complete their probation period and demonstrate satisfactory performance before becoming eligible for a bursary.

Recruitment and Selection Policy

This policy provides a structured approach to the recruitment, selection, and appointment of suitably qualified individuals. It outlines sound administrative procedures to ensure compliance with legislative and ethical requirements. The goal is to appoint the most suitable candidates for vacant positions. The policy applies to all employees, including fixed-term contract employees and prospective applicants.

Grievance Policy

This policy establishes a fair and structured process for employees to raise and resolve grievances at the earliest possible stage. It ensures that workplace conflicts are addressed effectively and fairly. The policy applies to all CIPC employees.

Staff Hospitalisation and Bereavement Policy

This policy provides support for employees in cases of illness or the loss of a loved one. It aims to safeguard employees' well-being and work performance during difficult times. The policy applies to all CIPC employees, including contract employees and interns.

Internship Policy

The policy provides a framework for managing learnership and internship programs at the CIPC. It ensures that unemployed graduates and students gain practical work experience. The policy applies to:

- Graduates with a national diploma, bachelor's, honours, or master's degree from an institution registered with the DHET and accredited by SAQA.
- TVET students with an N6 qualification requiring 18 months of experiential training to obtain a national diploma.
- Matriculated South Africans enrolled in structured learnerships initiated by the CIPC.

Secondment Policy

This policy outlines the process for temporarily transferring employees to different roles inside or outside CIPC. It supports career development by providing employees with new skills and experience. The policy applies to all CIPC employees.

Inputs required

The employer has provided these draft policies with proposed amendments for consideration. As part of the consultation process, members are encouraged to review the documents and submit their inputs to ensure that the policies are comprehensive, fair, transparent, and aligned with employee rights and interests.

Members are requested to submit their inputs no later than **28 February 2025** to CGazide@cipc.co.za or Velucia.maluleke@psa.co.za.

Employees who want to join the PSA can visit the PSA's website, send an email to ask@psa.co.za, or contact PSA Provincial Offices.

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