



social development

Department:
Social Development
PROVINCE OF KWAZULU-NATAL

POLICY ON PROMOTING PHYSICAL EXERCISE, SPORT, RECREATION AND RELAXATION ACTIVITIES AMONG EMPLOYEES.

TABLE OF CONTENTS

1.	Introduction	3
2.	Purpose	3
3.	Objective	3
4.	Scope of applicability	3
5.	Definitions, abbreviations and acronyms	3-4
6.	Legislative Framework	5
7.	Policy Provisions	5-8
8.	Roles and Responsibilities	8-10
9.	Non-compliance	10
10.	Monitoring, evaluation and review	10
11.	Effective date	10
12.	Title of the policy	11
13.	Policy approval	11

1. INTRODUCTION

The Wellness Management pillar emphasizes the promotion of physical, social, emotional, occupational, spiritual, and intellectual wellness of individuals. Increasing workplace physical activity is an important opportunity to raise levels of exercise among employees in the Department. This Policy seeks to encourage programmes and activities which promote an active, healthy and productive workforce.

2. PURPOSE

The purpose of this Policy is to provide guidelines on the implementation of the Employee Health and Wellness Strategic Framework and National Sport and Recreation Act.

3. OBJECTIVES

The objectives of this Policy are to:-

- (a) create an enabling environment to employees to participate in physical exercise, sport, recreation and healthy lifestyle activities;
- (b) determine the scope and effective ways to manage the Programme and activities in a structured and regulated manner;
- (c) improve the health status of employees to increase their life expectancy; and
- (d) realise improved service delivery to the community.

4. SCOPE OF APLICABILITY

This Policy is applicable to all employees of the Department.

5. DEFINITIONS, ABBREVIATIONS AND ACRONYMS.

For the purpose of this Policy:

- 5.1 **“Club”** means a group of persons that has been formed by individuals motivated by a common interest and a desire to participate in a physical, sport, recreation, or relaxation activities;
- 5.2 **“Department”** means the Department of Social Development, KwaZulu Natal Provincial Government, and Employer has a corresponding meaning;
- 5.3 **“Coordinator of Physical Exercise and Sport, Recreation and Relaxation programmes”** means an employee tasked with the responsibility for coordinating the implementation of Physical exercise and Sport, Recreation and Relaxation programmes;
- 5.4 **“Departmental Physical exercise and Sport, Recreation and Relaxation Committee”** means a committee that is established to coordinate, develop, promote and maintain Physical Exercise and Sport, Recreation and Relaxation programmes in the Department;

- 5.5 **“Responsible Manager”** means a member of Senior Management services (SMS) who is tasked with championing the Physical Exercise and Sport, Recreation and Relaxation Programme in the Department;
- 5.6 **“Employee”** means any person in the employ of the Department;
- 5.7 **“Federation”** means a national governing body of a code of sport in the Republic of South Africa recognised by the relevant international controlling body as the only authority for the administration and control of the relative code of sport;
- 5.8 **“Head of Department or HOD”** means Head of Department for Social Development;
- 5.9 **“Physical Exercise”** means any bodily activity that enhances or maintains physical fitness and overall health or wellness;
- 5.10 **“Physical wellness”** means the promotion of the wellbeing of one’s body to ensure optimal health and functioning;
- 5.11 **“Registered member”** means a person who is registered with a sport and recreation club within a department;
- 5.12 **“Recreation”** means a guided process of voluntary participation in any activity which contributes to the improvement of the general health, wellbeing and skills of both the individual and society;
- 5.13 **“Sport”** means any structural activity that requires a significant level of physical involvement for the purpose of declaring a winner or purely for relaxation, personal satisfaction, health, emotional growth and development; and
- 5.14 **“Wellness time-off”** means the time taken or used to participate in sport and recreational activities as part of an Employee Health and Wellness Programme.

6. LEGISLATIVE FRAME WORK

- 6.1 Basic Conditions of Employment Act, 1997 (Act No 75 of 1997);
- 6.2 Compensation for Occupational Disease and Injuries Act, 1993 (Act No 130 of 1993);
- 6.3 Employee Health and Wellness Strategic Framework for the Public Service, 2008;
- 6.4 Labour Relations Act, 1995;
- 6.5 Code of Conduct and Business Ethics;
- 6.6 National Sport and Recreation Act, 1998 (Act No 110 of 1998);
- 6.7 Occupational Health and Safety Act, 1993 (Act No 85 of 1993);
- 6.8 Public Finance Management Act, 1999 (Act No 1 of 1999); and
- 6.9 Public Service Act, 1994 (Proclamation 103 of 1994).

7. POLICY PROVISIONS

7.1 Policy Beneficiaries

- (a) department as the implementer of the employee Health and Wellness strategic programme; and
- (b) departmental employees, by creating an enabling environment to engage in the physical exercises and sport, recreation and relaxation activities.

7.2 Programme Scope

- (a) The scope of the programme and/or the nature of the activities must be driven by identified needs as agreed to by both the employer and the employee within available financial resources;
- (b) Activities may include both recreational and high performance activities;
- (c) Participants involved in various activities may be referred to relevant federations; and
- (d) All employees are eligible to participate.

7.3 Activities

- (a) activities that may be provided fall within two broad categories; namely indoor and outdoor activities;
- (b) the following basic physical, sport, recreational, and relaxation activities may be provided:-
 - (i) aerobics, yoga, soccer, netball, volleyball, athletics, rugby, social activities, music, dance, fitness regimes, indigenous games, and recreational sports;
 - (ii) any other activity suitable for enhancing the principles of this Policy may be organised;
 - (iii) physical exercises and sport, recreation and relaxation activities may be conducted at an appropriate and convenient time;
 - (iv) activities must not disrupt service delivery;
 - (v) each activity may form a club at departmental level; and
 - (vi) all activities must be coordinated by trained personnel.

7.4 Facilities and Equipment

- (a) The Department must, in so far possible, provide the necessary facilities and basic training equipment.
- (b) Trained personnel must supervise the use of such facilities and equipment.
- (c) Equipment procured/ disposed by the department must be recorded in the department departmental asset register.
- (d) Donated equipment must be checked and approved by the manager for suitability before use by eligible employee.

7.5 Wellness time-off

- (a) Flexible working hours may be provided to allow physical exercise and sport, recreation and relaxation activity participation during working hours.
- (b) Wellness time-off for employees may be necessary to ensure effective implementation of the programme.
- (c) The Head of Department may grant wellness time-off for registered members of the club.
- (d) A minimum of four hours (240 minutes) a month must be utilised as time-off, which translate into 12 minutes per day of a 5-day working week.
- (e) An extended wellness time-off may be granted by the Head of Department for employees who participate in approved special events.
- (f) Wellness time-off granted must be controlled by structures established in terms of this Policy.
- (g) Wellness time-off is limited to registered members only.
- (h) Wellness time-off must be structured such that service delivery is not unduly affected.
- (i) Wellness time-off must not constitute overtime.

7.6 Funding

- (a) The department must set budget allocation aside annually for the implementation of this Policy.
- (b) Allocated funds must be utilized to run programmes, special events, and purchase equipment.
- (c) Clubs may fundraise or source sponsorship subject to compliance with the applicable regulatory frameworks.

- (d) All PFMA provisions must be followed in all financial transactions and management.

7.7 Programme Management

7.7.1 In order to ensure optimum benefits of the programme, the following key measures must be put in place:

- (a) Departmental Physical Exercise and Sport, Recreation and Relaxation Committee must be established;
- (b) Departmental Physical Exercise and Sport, Recreation and Relaxation Committee must establish clubs to run activities;
- (c) The Committee cited in 7.7.1(a) above must have one representative from each Chief Directorate at Head Office, one representative from each District and one representative from each directorate not represented in a Chief Directorate;
- (d) Members of clubs may register voluntarily on an annual basis; and
- (e) Clubs must develop, implement and monitor programmes.

7.8 Clubs and Membership

- (a) Clubs must be established for each activity.
- (b) Each club must comprise a formal structure made up of, at least, chairperson, vice chairperson, secretary, treasury, activity/code coordinator.
- (c) The Departmental Physical Exercise and Sport, Recreation and Relaxation committee must determine appropriate structure/ arrangements for the Head Office and Districts.
- (d) Participation and membership is open to all employees in the Department.
- (e) Membership is voluntary and renewable annually.
- (f) Members are expected to play an active role in their club activities.
- (g) Clubs may charge a nominal membership fee to cover administrative costs specific to the activity.
- (h) Members are subject to disciplinary action by their clubs depending on the nature of a misconduct.

7.9 Safety Measures

7.9.1 Safety measures must be adhered to and implemented at all times by:-

- (a) observing all national legislation pertaining to Health and Safety and provisions of the National Sport and Recreation Act;
- (b) observing rules governing federations and/or sport and recreation organisations;
- (c) following planning procedures and ethical practises applicable in the sport and recreation industry;
- (d) ensuring that activities are managed by trained personnel; and
- (e) ensuring that all participating employees sign indemnity forms.

7.10 Code of Conduct

7.10.1 All employee or members participating in the programme must abide by the following Code of Conduct:-

- (a) participate in the various activities/games according to the prescribed rules;
- (b) observe professional and ethical conduct; respect and abide by decisions of management structures and officials responsible for conducting activities;
- (c) refrain from indecent acts, assaults, intimidation and abusive language ; and
- (d) refrain from consuming intoxication substances.

7.10.2 Anyone who is in breach of the Code of Conduct must be subjected to disciplinary action by the clubs, management structures and/or by the Department.

7.11 Injury on Duty

7.11.1 All cases of injuries sustained as a results of implementing this Policy must be dealt with in terms of the provisions of Compensation for Occupational Injuries and Diseases Act (COIDA), 1993.

8. ROLES AND RESPONSIBILITIES.

8.1 The Head of Department is responsible for:-

- (a) ensuring that funds are available to implement this Policy;
- (b) providing an enabling environment for the implementation of this Policy;
- (c) determining, in consultation with employees, the most effective ways of implementing the Policy for the mutual benefit of both the Department and the employee;

- (d) providing regulated wellness time-off;
- (e) designating a Manager to manage the programme in the department; and
- (f) establishing a Departmental Physical Exercise and Sport, Recreation and Relaxation Committee to implement the programmes under this Policy.

8.2 Departmental Physical Exercise and Sport, Recreation and Relaxation Committee is responsible for:-

- (a) coordinating activities as directed by this policy;
- (b) motivating and encouraging employees to participate in the activities;
- (c) maintaining the equipment.
- (d) submitting reports quarterly to the Head of Department through the designated Manager.

8.3 Clubs are responsible for:-

- (a) developing and implementing programmes in accordance with the needs of the employees and the department;
- (b) increasing participation through proactive recruitment and marketing of programmes and activities;
- (c) developing creative ways to secure resources to further the objectives under this Policy;
- (d) ensuring adherence to acceptable safety standards in line with government's and federations' policies;
- (e) developing and adopting their constitutions to govern the affairs of their activities; and
- (f) reporting to the Departmental Physical Exercise and Sport, Recreation and Relaxation Committee on monthly basis.

8.4 The Wellness Manager is responsible for:-

- (a) structuring, strategizing, planning and developing holistic Physical, Sport, Recreational and Relaxation programmes in the department;
- (b) aligning and interfacing the Physical, Sport, Recreational and Relaxation Policy with other relevant policies and procedures;
- (c) liaising with, managing and monitoring sponsors;
- (d) monitoring, evaluating and reporting on the impact of the programme; and

- (e) compiling and submitting annual reports to the HOD at the end of each financial year.
- (f) attending meetings and reporting to the Provincial Steering Committee.

8.5 The Coordinator of Physical Exercise and Sport, Recreation and Relaxation programme is responsible for:-

- (a) coordinating the implementation of Physical Exercise and Sport, Recreation and Relaxation programme and activities;
- (b) analysing and evaluating data, and communicating information, and statistics to management;
- (c) coordinating the activities of the clubs;
- (d) marketing the Physical Exercise and Sport, Recreation and Relaxation programme and its benefits to employees; and
- (e) overseeing the functioning of Physical Exercise, Sport, Recreation and Relaxation activities at the workplace.

8.6 Employees are responsible for:-

- (a) utilising and supporting the Policy and adhering to its provisions;
- (b) registering with clubs of their choice and abiding by clubs rules;
- (c) ensuring that the time off granted is utilised constructive; and
- (d) adhering to all safety precautions during activities.

9. NON COMPLIANCE

An employee who fails to comply with this this Policy shall be guilty of an act of misconduct.

10. MONITORING, EVALUATION AND REVIEW

10.1 The Human Resource Management is responsible for communicating the provisions of this Policy to all employees; and

10.2 The Policy will be monitored, evaluated and reviewed after three years or as and when the need arises.

11. EFFECTIVE DATE

This Policy will be effective on the date of Approval.

12. TITLE OF THE POLICY

This Policy shall be called Policy on Physical Exercise, Sport, Recreation and Relaxation Activities among Employees.

13. POLICY APPROVAL

This Policy is approved with effect from the 21st day of December in the year 2015.



.....
Ms NG KHANYILE
HEAD OF DEPARTMENT:
DEPARTMENT OF SOCIAL DEVELOPMENT