



## **HUMAN RESOURCE POLICY ENTERTAINMENT**

<b>Policy No: NLMHREP003</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

### **1. SCOPE**

This policy is applicable to all Ngwathe employees.

### **2. PREAMBLE**

This policy is to allocate funds for the entertainment of clients, in accordance with general business practice.

### **3. POLICY**

3.1 In line with general business practices, Ngwathe allocates funds for the entertainment of clients, and Ngwathe employees whose responsibilities include such entertainment will typically participate in these events.

- 3.2 On rare occasions, Ngwathe employees may participate in Ngwathe sponsored entertainment events without clients.
- 3.3 Employees may occasionally entertain business associates such as organisations with who Ngwathe is in alliance.
- 3.4 Each department has a budget for this purpose. The Ngwathe credit card may also be used for this purpose.

#### **4. SUBMISSION AND AUTHORISATION OF CLAIMS**

The most senior Ngwathe employee that participated in an event must submit the claims for the reimbursement of entertainment expenses to Ngwathe. The Line Manager must then authorise the claim. The authorising Line Manager will by definition not have participated in the event.

#### **5. CLIENT ENTERTAINMENT**

- 5.1 Ngwathe clients should be entertained at Ngwathe expense solely to establish or maintain healthy, harmonious business relationships.
- 5.2 All client entertainment must be performed openly, with the full knowledge of both organisations. Entertainment may never be offered or made to appear as compensation or reward for client's actions, or as a 'gift'.
- 5.3 Entertainment must always be in the form of an event that both the client and Ngwathe can participate in, perform or view together. This is important since business relationships are based on interaction between individuals from two or more organisations.

Examples of such events are meals, attending or partaking in sporting events, etc. Sensitivity should be displayed in the choice of events such that guests would not consider the invitation extravagant or conversely insulting.

## **6. ENTERTAINMENT OF FELLOW EMPLOYEES**

6.1 Ngwathe will sponsor the entertainment of Ngwathe employees by other Ngwathe employees only in rare situations. The participants in such events will always be an Ngwathe manager and one or more of their subordinates, sometimes together with their partners. It may take the form of a meal, sending flowers, etc.

6.1.1 Examples of special situations that may warrant this type of entertainment are:

6.1.1.1 Recognising very special achievements such as the successful completion of a major project or programme on schedule;

6.1.1.2 Recognising extraordinary effort by an individual;

6.1.1.3 Farewell to someone in the department; and

6.1.1.4 Managers visiting a regional / central office.

## 7. STAKEHOLDER ANALYSIS

<b>Role</b>	<b>Responsibility</b>
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

## 8. AUTHORITY

Formulation Policy : Municipal Manager  
Authorisation Policy : Council  
Ownership and Maintenance Manager : Director Corporate Services