



## **HUMAN RESOURCE POLICY THEFT / LOSS**

<b>Policy No: NLMHRER008</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 must where applicable be read together with the Collective Agreement on Disciplinary Code and the Protected Disclosure Policy

### **2. PREAMBLE**

2.1 To provide for a policy regarding the management of theft / loss of Municipal goods / property; and

2.2 To provide for procedures for reporting theft / loss.

### **3. POLICY**

3.1 Any form of theft by an employee is prohibited at Ngwathe,

3.2 Employees and visitors should note that they are responsible for any personal effects left in the office / premises of Ngwathe.

- 3.3 All employees must ensure that valuable articles and small equipment are locked away whenever possible.
- 3.4 The security staff will implement strict and if necessary additional security measures and to use all means at their disposal to apprehend anyone suspected of being responsible for theft subject to relevant applicable laws.
- 3.5 Any employee who hears or observes anything which appears suspicious should immediately report to the relevant line manager and / or Director responsible for Protection and Security Service.
- 3.6 All reports will be treated as strictly confidential. These reports may also be made anonymously if any staff member so wishes.
- 3.7 Ngwathe's insurance does not cover personal effects and it is in the employee's interest to ensure that they have adequate cover under their own insurance policies.
- 3.8 It is recommended that employees do not leave personal effects in the office, when absent from their workstation / premises. Such items should be locked away / taken home or kept on their person. Ngwathe accepts no responsibility for personal effects.

#### 4. 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	

#### 5. PROCEDURE

5.1 Employees should, upon discovery, immediately report the following to their Line Manager:

5.1.1 Apparent theft of office equipment or property of any description, irrespective of value. Employees should ensure, before reporting the event, that the property / article is not being lawfully used by someone else in the office or premises of Ngwathe;

5.1.2 Any sign of break-in or attempted break-in; and

5.1.3 Any intentional damage to Ngwathe or public property.

5.2 Explicit details of the incidents above must be supplied to the Line Manager e.g., make, model, when last seen.

5.3 The decision as to whether any security incident be reported to the SAPS is at the discretion of the Municipal Manager in consultation with the Line Manager.

5.4 It is recommended that all thefts, however insignificant, be reported to the SAPS, who will allocate a case serial number which should be noted by the Municipal Manager for reference purposes.

## 5.5 INSURANCE COVER

5.5.1 General cover under existing insurance arrangements carries a large excess for any one claim caused by fire, lighting, storms, theft etc.

5.5.2 In view of the large excess, a Line Manager should ensure that Ngwathe property is properly secured to reduce the risk of loss or damage.

5.5.3 In the event of loss of petty cash, or other Ngwathe money, the Line Manager to whom staff member responsible for the money reports, will ensure that the full facts of the case are immediately reported to internal audit, the Line Manager concerned and the Director responsible for Protection and Security services.

## 5.6. EFFECTS OF THEFT / LOSS

5.6.1 It is the responsibility of every employee to report theft or loss in terms of this policy.

5.6.2 Should an employee be suspected of theft or intentional damage to property, such an employee will be subjected to disciplinary action.

## 6. AUTHORITY

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