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## Policy on Employment of Family members

Policy Group(s):	Employment of staff		
Zibonele FM Statute and/or Regulation Reference No:	To Follow		
Relevant Government Legislation and/or policy:	Labour Relations Act Basic Conditions of Employment Act Employment Equity Act		
Policy Reference and Version No:	To Follow		
Approval Date:	23 September 2013 (Proposed)		
Commencement Date:	01 October 2013 (Proposed)	Review Date	
Key Words for Search Engine:	Family members		

### BOARD OF DIRECTORS

**MTHETHELELI VELLEM** (CHAIRPERSON)  
**GLORIA MABASO** (DEPUTY CHAIRPERSON)  
**XOLANI HOLIDAY** (SECRETARY)  
**NOPHIWE MAGODLA** (TREASURER)  
**LOYISO SILWANA** (BOARD MEMBER)



	<u>POLICY STATEMENT</u>
Intent:	Zibonele FM is committed to fair and equitable policies and procedure in respect of its recruitment and selection procedures. The institution however has to take cognizance of issues and activities that may have negative effects on management and administration. The appointment of family members is one such issue and it must be managed.
Scope:	All employees appointed in permanent or contract positions within Zibonele FM.
Objective(s):	To provide guidelines for the appointment of family members of staff employed by Zibonele FM.
Policy Provisions	<p>1. Definition</p> <p>An immediate family member of staff is defined as a husband, wife, biological sons and daughters, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother and sister.</p> <p>2. Guidelines</p> <p>As a means to address some of the problems with regard to the management and administration in departments, the following policy/procedure shall be followed in future in respect of the appointment of family members.</p> <p>2.1 Immediate family members of staff shall not be appointed in a direct reporting line.</p> <p>2.2 This exclusion applies to all staff members.</p>

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Supporting Procedures and Guidelines	Recruitment and Selection Procedure.
Supporting/ related Documents	Appointment Recommendation Form Profile of Recommended Candidates (attach CV) Assessment Report Job Advert Summary of applicants Request to Fill a Vacancy Form
	<u>ACCOUNTABILITY</u>
Implementation:	Human Resources Department
Compliance:	Human Resources Department and Line Management
Monitoring and Evaluation:	Human Resources Department
Development/Review:	Human Resources Department
Review and Recommendation:	Human Resources Committee of Council
Approval Authority:	Council
Interpretation and Advice:	Human Resources Department

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WHO SHOULD KNOW THIS POLICY?

Human Resources Department

All staff

EFFECTIVENESS OF THE POLICY

Performance Indicator(s):	Application of Recruitment and Selection Procedure
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REVISION HISTORY

Revision Ref No.	Approved/Rescinded	Date	Authority	Minutes Ref

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