



RB9.1.2/31-05-2019

TABLING OF THE 2019/2020 ANNUAL BUDGET

RESOLVED:

1. Council approves the annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.
2. Council approves the annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.
3. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.
4. Council approves the revised budget related policies, as set out in APPENDIX E.
 - Absenteeism and Desertion Policy
 - Accounting Policy to the AFS
 - Asset Management Policy
 - Borrowing Policy
 - Budget Policy
 - Cash Management Policy
 - Cederberg Risk Management Policy Annex A - rating scalesAmended

- Circular No 01-2018 – Disciplinary Procedure Collective Agreement
- Code of Ethics Policy
- Consumer Service Charter - Cederberg LM
- Customer Care Improvement Policy
- Customer Care, Credit Control and Debt Collection Policy
- Development Contributions Policy
- E3-Sexual Harassment policy
- Education Training and Development Policy
- Employment Equity Plan - Cederberg Municipality 2018-2023
- Employment Equity Policy
- Enterprise Risk Management Policy
- Enterprise Risk Management Strategy
- EPWP Policy
- Finance Management Internship Policy
- Fleet Management Policy
- Fraud and Corruption Prevention Policy
- Fraud and Corruption Prevention Strategy
- Free Basic Energy Policy Guidelines
- Funding and Reserves Policy
- Grants-In-Aid Policy
- HIV AND AIDS Workplace Policy
- ICT Data Backup and Recovery Policy
- ICT Disaster Recovery Policy

- **ICT Municipal Corporate Governance of ICT - Cederberg**
- **ICT Operating System Security Controls Policy**
- **ICT Security Controls Policy**
- **ICT User Access Management Policy**
- **Indigent Support Policy**
- **Insurance Management Policy**
- **Investment Policy**
- **Job Evaluation Policy**
- **Kollektiewe ooreenkoms rakende Dissiplinere Prosedure**
- **Long-Term Financial Plan Policy**
- **Out of Pocket Expenses Policy**
- **Overtime & Standby Policy**
- **Performance Management Framework Policy**
- **Petty Cash Policy**
- **PPE Procedure 1**
- **Property Rates By-Law Cederberg**
- **Property Rates Policy**
- **Records Management**
- **Relocation Policy**
- **Revenue Enhancement Policy**
- **Risk and Ethics Management Committee Terms of Reference**
- **Risk assessment Methodology**
- **Risk Management Committee Charter**
- **Risk Management Policy**
- **Risk Management Register**

- Risk Management Risk Appetite Framework
- Risk Management Strategy
- Selection of Housing Beneficiaries Policy
- Sexual Harassment Policy
- Social Media Policy
- Special Rating Areas Policy
- Study Aid Policy
- Study Bursary Policy
- Substance Abuse Policy
- Supply Chain Management Policy - Cederberg Municipality –
Amended May 2019
- Tariff Policy
- Travel and Subsistence Allowances Policy
- Virement Policy - MSCOA compliant
- Watermeter Vervangingsbeleid
- Write-Off Policy

5. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.
6. Council take note of the Budget Circulars, Dora, Provincial Gazette and approves the Service level standards frameworks, Procurement Plans and Budget Locking Certificate, as set out in APPENDIX G, H, I & J.

Proposed: Cllr. R Pretorius
Seconded: Cllr. J Meyer



VOORSITTER / CHAIRPERSON

31-05-2019
DATUM / DATE



'SEXUAL HARASSMENT' POLICY

PREPARED FOR

CEDERBERG MUNICIPALITY

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1. INTRODUCTION

Cederberg Municipality is committed to ensuring that employees are not subjected to any form of sexual harassment. Persistent, unsolicited and unwanted sexual advances or suggestions made by one employee to another, regardless of gender and / or sexual orientation will not be tolerated. Violations of this policy will lead to disciplinary action, which will include dismissal, and / or criminal charges. All managers and the Employer have a responsibility for addressing all reports of harassment.

In dealing with cases of sexual harassment, Cederberg Municipality shall be guided by the Code of Good Practice as contained in Schedule 8 of the Labour Relations Act, 1995 and the NEDLAC Code of Good Practice on the Handling of Sexual Harassment Cases.

2. DEFINITION

Sexual harassment may include:

- ⊗ unwelcome remarks, jokes, innuendoes or taunts about a persons body, clothing or sex
- ⊗ insulting gestures and practical jokes of a sexual nature which causes awkwardness or embarrassment displaying pornographic, pin-up picture, graffiti or other offensive material
- ⊗ viewing of pornographic pictures on internet, emails or computers
- ⊗ leering (suggestive staring)
- ⊗ refusing to talk to or work with an employee 'because of his or her sex demands for sexual favours

Sexual harassment has nothing to do with affection, flirtation, romance or relationships, when both parties consent freely thereto. Sexual harassment is about coercion or power. Employment threats or benefits may be expressed or implied and they are usually conditional upon the receiver of the threat or benefits submitting to the advance. The threat may relate to a loss of employment unless advances are submitted to.

The Employer will make every reasonable effort to ensure that no employee is subjected to sexual harassment. In the event that sexual harassment is alleged, the disciplinary procedure must be applied.

3. PRINCIPALS

The Employer wishes to create and maintain a working environment which is free of sexual harassment, where all employees respect one another's integrity and dignity, privacy and their right to equity in the workplace. The Employer views sexual harassment of a fellow employee or of a non-employee as serious misconduct. The Employer undertakes to take strict action in sexual harassment cases but cannot be held criminally or civilly liable for the actions of its employees where the Employer has acted appropriately.

In addition, victims of sexual harassment must not be made to feel that their grievances are ignored or trivialized, or fear reprisals. Implementation of the following guidelines can assist in achieving these ends:

- All employees are required to refrain from committing acts of sexual harassment
- All employees have a role to play in contributing towards a working environment in which sexual harassment is unacceptable. They should therefore ensure that their standards of conduct do not cause offence and they should discourage unacceptable behavior on the part of others.
- Management will attempt to ensure that persons such as the public, suppliers, job applicants and others who have dealings with the organisation, are not subjected to sexual harassment by the employer or its employees.
- Management is required to take appropriate action in accordance with this policy, when instances of sexual harassment, which occur within the workplace, are brought to their attention.
- A victim of sexual assault/harassment has the right to institute separate criminal and/or civil proceedings against an alleged perpetrator, and the legal rights of the victim are in no way limited by this policy.

4. POLICY

It is thus the policy of the Employer that:

- All employees, job applicants and other persons, who have dealings with the organisation, have the right to be treated with dignity.
- Sexual harassment in the workplace will not be permitted or condoned.
- Persons who have been or are being subjected to sexual harassment in the workplace have a right to raise a grievance about it, should it occur, and appropriate action will be taken by management. Management should, in the first instance, make use of the "open talk" procedure to deal with sexual harassment matters. If circumstances demand it, more serious action can be taken against transgressors.
- Management is required to implement this policy and take disciplinary action against employees who do not comply with this policy. Serious incidents of sexual harassment or continued harassment after warnings are dismissable offences.
- Allegations of sexual harassment will be dealt with seriously, expeditiously, sensitively and confidentially.
- It is a disciplinary offence to victimise or retaliate against an employee who in good faith lodges a complaint of sexual harassment.
- False or vindictive accusations shall be viewed in a very serious light.
- Anonymous complaints will be disregarded.

5. SPECIFIC CONSIDERATIONS

- ***Confidentiality***

The Employer will endeavor to proceed with its investigation with caution and such protocol as to ensure that a case exists before proceeding: Because of the sensitivity and the nature of the issue employee confidentiality and protection must be ensured.

- ***Identity***

The Employer will withhold the identity of the complainant until such time, as the investigation has been completed and it has been decided to pursue the enquiry route.

Protection / Assistance

The Employer will investigate every complaint, whether reported or not, as the Employer could be found liable where steps have not been taken to resolve a case of sexual harassment. Sexually harassed employees should be given adequate sick leave and / or assistance for counselling where appropriate.