



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

SPONSORED WORK RELATED FUNCTIONS POLICY

1. PURPOSE OF POLICY

- (a) To clarify which functions are regarded as official work-related social functions and parties; and
- (b) To clarify the procedures required to host an official work-related social function or party.

2. DEFINITION

Official work-related social functions and parties are defined as:

- Retirement parties;
- Employee recognition and employee appreciation functions;
- Divisional or municipality-wide team building activities;
- Committee work;
- Pre-business meeting refreshments;
- Annual Christmas or New-Year celebrations;
- Divisional or departmental holiday gatherings; or
- Any other municipality or departmental functions approved by the Municipal Manager.

3. PROCEDURE

All official work-related functions as defined in clause 2 above must be approved by the Municipal Manager, or someone delegated by the Municipal Manager, on the prescribed form prior to the function being hosted.

All expenses and disbursements must be identified on the prescribed form along with a description of and a motivation for the function.

4. USE OF ALCOHOL

Where alcoholic beverages are provided at official work-related functions, it is the responsibility of each and every employee to ensure that excessive alcohol is not consumed or that employees do not drive under the influence of alcohol.

5. DIETARY PROVISIONS

In arranging work-related functions, the function organiser must be sensitive to the dietary constraints of employees.

6. DISCIPLINARY STANDARDS

Employees must be made aware that the normal disciplinary standards apply at work-related functions. At a work-related function employees remain subject to the policies of the municipality as well as the code of conduct for municipal employees.