



EMPLOYEE RELATIONS POLICY

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Accountable executive manager	Executive Director: People and Culture
Policy owner	Director: Employee Relations
Responsible division	Employee Relations Unit
Status	Approved
Approved by	Council
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Employee Relations policy

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the council of the North-West University has adopted this policy on 20 June 2019 for the purpose of regulating the labour practices regarding all permanent, fixed term and temporary employees of the university.

1 Interpretation and application

- 1.1 This policy must be interpreted and applied in a manner consistent with the:
 - 1.1.1 Constitution of the Republic of South Africa, 1996;
 - 1.1.2 Higher Education Act, No 101 of 1997;
 - 1.1.3 Statute of the North-West University (2017) (the Statute);
 - 1.1.4 Labour Relations Act, No 66 of 1995;
 - 1.1.5 Employment Equity Act, No 55 of 1998, and
 - 1.1.6 Basic Conditions of Employment Act, No 75 of 1997.
- 1.2 The NWU Behavioural Manual is incorporated, and includes the following annexures which must be read subject to, but as an integral component of this policy:
 - A1. Disciplinary procedure
 - A2. Abscondment procedure
 - A3. Suspension procedure
 - A4. Intoxication procedure
 - A5. Procedure for personal searches of staff
 - A6. Reporting acts of dishonesty to the SAPS
 - B. Procedure for managing incapacity
 - C1. Employee grievance procedure
 - C2. Harassment procedure

2 Policy statement

It is the policy of the NWU –

- 2.1 that labour practices must be planned and executed in a structured way;
- 2.2 that line managers are responsible to identify problems concerning labour practices in conjunction with the Employee Relations Office of the People and Culture department;
- 2.3 that fair labour practices must be followed and aimed to correct behaviour or to improve performance and not only to punish or dismiss;

- 2.4 that the *audi alteram partem* rule must be complied with;
- 2.5 that the understanding and appreciation of problems facing management and employees must be improved, thereby increasing productivity and wellness of employees; and
- 2.6 that labour practices must be dealt with consistently, substantively and procedurally fair.

3 Guiding principles

In dealing with labour practices, the following guiding principles must be followed:

- 3.1 All employees and other persons who have dealings with the NWU must be treated with fairness.
- 3.2 Commitment to maintaining an effective, efficient, safe and healthy working environment.
- 3.3 Appropriate steps must be taken where actual performance or conduct does not match the principles, policies and procedures for maintaining a healthy, productive and motivating working environment.
- 3.4 All employees must be made aware of the rules and procedures applicable to them when they do not meet the required standards or comply with the required behaviour.

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