



EMPLOYEE RELATIONS POLICY

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EMPLOYEE RELATIONS POLICY

Preamble

Against the background of our vision to discover new frontiers and opportunities that benefit society, thereby advancing our relevance and impact, the Council of the North-West University (“NWU”, “university”) adopted this policy on 19 November 2025 for the purpose of regulating 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, 101 of 1997;
 - 1.1.3 Statute of the North-West University (‘the Statute’);
 - 1.1.4 Labour Relations Act, 66 of 1995;
 - 1.1.5 Employment Equity Act, 55 of 1998; and
 - 1.1.6 Basic Conditions of Employment Act, 75 of 1997.
- 1.2 The NWU Behavioural Manual is incorporated into this policy and includes the following annexures, which must be read as an integral component of this policy:
- A1. Disciplinary procedure
 - A2. Abscondment procedure
 - A3. Suspension procedure
 - A4. Intoxication procedure
 - A4. Procedure for personal searches of staff
 - A5. 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 for identifying 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, with the aim of correcting behaviour or improving performance, rather than being punitive;
- 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 managed with the aim of harmonising relationships and increasing employee productivity and wellbeing; and
- 2.6 that labour practices must be dealt with in a consistent, substantive and procedurally fair manner.

3 Guiding principles

When dealing with labour practices, the following guiding principles must be observed:

- 3.1 All employees and other individuals dealing with the NWU must be treated fairly.
- 3.2 Commitment to maintaining an effective, efficient, safe and healthy working environment.
- 3.3 Appropriate corrective steps must be taken where actual performance or conduct does not conform to 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 behavioural standards or comply with NWU policies and procedures.

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