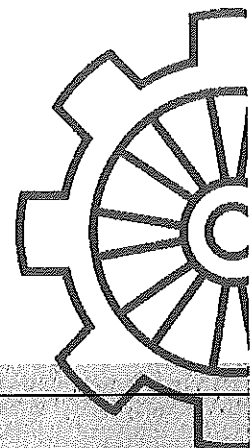




TO WHOM IT MAY CONCERN

**REFERENCE LETTER FOR COMPLETED WORK BY LEKOKO CONSULTING:
HUMAN RESOURCES POLICY MANUAL**

1. This is to confirm that Lekoko Consulting carried out the assignment of reviewing, updating, and developing all HR policies, and grievance and disciplinary procedures for Steve Tshwete Local Municipality. The following list of policies and procedures were developed and consolidated into an HR Manual:
 - A. HUMAN RESOURCE PLANNING POLICIES
 - I. Human resource planning policy
 - II. Employment equity policy
 - D. EMPLOYMENT PRACTICES POLICIES
 - III. Employment practice policy
 - IV. Promotion, transfer, secondment and acting in higher positions policy
 - V. Placement and redeployment policy
 - VI. Termination of service policy
 - E.EMPLOYEE PERFORMANCE AND OPTIMISATION
 - VII. Clocking, attendance and punctuality policy
 - VIII. Performance management policy
 - F.EMPLOYEE RETENTION
 - IX. Remuneration policy
 - X. Transport allowance policy
 - XI. Overtime allowance policy
 - XII. Housing allowance policy
 - XIII. Advances and reimbursable expenses policy
 - XIV. Legal aid policy
 - XV. Leave policy
 - G. SKILLS DEVELOPMENT
 - XVI. Training and development policy
 - XVII. Succession planning policy
 - XVIII. Internship policy
 - XIX. Internal bursary policy
 - H. HUMAN RESOURCE MAINTENANCE
 - XX. Private work and declaration of interest policy
 - XXI. Sexual harassment policy
 - XXII. Intoxicating substances abuse policy
 - XXIII. HIV/AIDS policy



- XXIV. Occupational health and safety policy
- XXV. Employee assistance programme policy
- XXVI. Smoking policy
- I. EMPLOYEE RELATIONS
 - XXVII. Grievance procedure
 - XXVIII. Disciplinary procedure
 - XXIX. Incapacity due to poor work performance policy
 - XXX. Incapacity due to ill-health / injury policy
 - XXXI. Incapacity due to operational requirements policy
- J. HUMAN RESOURCE COMMUNICATION AND INFORMATION MANAGEMENT
 - XXXII. Human resources communication policy
 - XXXIII. Electronic communication and information security policy

This assignment was carried out satisfactorily to the expectations of the Municipality. Based on the quality of research into the policies and the timely delivery of the manual, I would strongly recommend Lekoko Consulting for carrying out same or similar work for any municipality in the country.


MUNICIPAL MANAGER

B Khenisa

10 June 2019

