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## REFERENCE LETTER FOR COMPLETED WORK: HUMAN RESOURCES POLICY MANUAL

This is to confirm that Lekoko Consulting carried out the assignment of reviewing, updating, and developing all HR policies, grievance and disciplinary procedures, and designed selected HR forms for the Freedom Park. The following groups and subordinate lists of policies and forms were developed /designed and consolidated into an HR Manual:

**PART A: HUMAN RESOURCE PLANNING**

HR Planning Policy  
Employment Equity Policy

**PART B: EMPLOYMENT PRACTICES**

Employment Practices Policy  
Promotion, Transfers, Secondment and Acting in Higher Positions Policy  
Termination of Services Policy

**PART C: EMPLOYEE PERFORMANCE AND OPTIMISATION**

Attendance and Punctuality Policy  
Performance Management System Policy

**PART D: EMPLOYEE RETENTION**

Remuneration Policy  
Overtime Allowance Policy  
Advances and Reimbursable Expenses Policy  
Leave Policy  
Legal Aid Policy

**PART E: SKILLS DEVELOPMENT**

Training and Development Policy  
Succession Planning Policy  
Internship Policy  
Internal Bursary Policy

**PART F: HUMAN RESOURCE MAINTENANCE**

Private Work and Declaration of Interests Policy  
Sexual Harassment Policy  
Intoxicating Substance Abuse Policy  
HIV/AIDS Policy  
Occupational Health and Safety Policy  
Employee Assistance Programme Policy  
Smoking Policy

**PART G: EMPLOYEE RELATIONS**

Grievance Procedure  
Disciplinary Procedure  
Incapacity Due To Poor Performance Policy  
Incapacity Due To Ill-Health / Injury Policy  
Incapacity Due To Operational Requirements

**PART H: HR COMMUNICATION AND INFORMATION MANAGEMENT**

Human Resources Communication Policy  
Electronic Communication and Information Security Policy

**APPENDIX 1: SELECT HR FORMS**

FP 1 Application for Employment  
FP 2 Application for Internship  
FP 3 Application for Leave  
FP 4 Application for Internal Bursary  
FP 5 Application to Undertake Private Work  
FP 6 Declaration of Interest  
FP 7 Form for Lodging of a Grievance  
FP 8 Notice to Attend a Disciplinary Enquiry  
FP 9 Written Disciplinary Warning  
FP 10 Disciplinary Appeal Form

The assignment was concluded with a report and notes outlining areas of changes, as well newly added policies, as well as a slide presentation to the Council of Freedom Park.

This assignment was thus carried out satisfactorily to the expectations of the Freedom Park.

Regards,



**CHIEF EXECUTIVE OFFICER  
FREEDOM PARK**