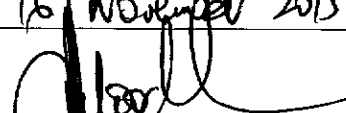


**PROCEDURAL GUIDELINES ON CONDUCT OF NRCS STAFF AND VISITORS  
WITHIN SABS CAMPUS**

Compiled by:	Lillian Phasha
Approved by:	Chief Executive Officer
Date of approval	16 November 2015
Date of implementation	 16/11/2015

## Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Normative.....	3
3.2CPO110 Code of Ethics.....	3
3.3CPO 122 SABS HSE Policy as amended.....	3
3.4Occupational Health and Safety Management System OHS Act, 1993 (Act No. 85 of 1993) as amended. 3	
3.5Environmental Conservation Act, 1989 (Act No.73 of 1989) as amended.....	3
3.6Tobacco Products Control Act, 1993 (Act No. 83 of 1993) as amended.....	3
3.7National Health Act, 2003 (Act No. 61 of 2003) as amended.....	3
4. Informative.....	3
5. Definitions.....	3
6. General rules.....	4
6.1 Period of Operation.....	4
6.2 Operating Hours Note: Refer to CSP 611 Chapter 5.7.2.....	4
7. Procedures.....	4
7.1 Employees conduct (Rules and Regulations) during working hours.....	4
7.2 Personal conduct on premises during working hours.....	5
7.3 Parking.....	5
7.4 Access to offices outside working hours.....	5
7.5 Important Contact Details.....	7
7. Records.....	7
8. Forms.....	7
9. Replacement and withdrawal.....	7
10. Annexures.....	7
11. Revision/Amendment particulars.....	7



## 1. Purpose

- 1.1 To establish a standard set of rules and regulations for the entire NRCS whereby all employees will adhere to adopt such rules and regulations as a standard code of conduct and behaviour of NRCS staff and visitors on SABS campus.
- 1.2 The purpose of this procedure is to establish and enforce a common and uniform code of conduct (rules and regulations) for all employees of the NRCS.

## 2. Scope

This procedural guideline is applicable to the NRCS staff and visitors at Head office.

## 3. Normative

- 3.1 CSP 611 Conditions of Service.
- 3.2 CPO110 Code of Ethics.
- 3.3 CPO 122 SABS HSE Policy as amended.
- 3.4 Occupational Health and Safety Management System OHS Act, 1993 (Act No. 85 of 1993) as amended.
- 3.5 Environmental Conservation Act, 1989 (Act No.73 of 1989) as amended.
- 3.6 Tobacco Products Control Act, 1993 (Act No. 83 of 1993) as amended.
- 3.7 National Health Act, 2003 (Act No. 61 of 2003) as amended.
- 3.8 CSP 134: Smoking restrictions in the SABS Campus.
- 3.9 Criminal Procedure Act, 1997 (Act No. 51 of 1977) as amended

## 4. Informative

None

## 5. Definitions

**Access instruments** -An instrument used to gain access to secured building, store and offices such as Card, keys, digital lock, padlock etc.



## 6. General rules

### 6.1 Period of Operation

This procedure in respect of employee's conduct, rules and regulations will remain in force until amended and approved by the CEO of the NRCS.

### 6.2 Normal operating Hours Note: Refer to CSP 611 Chapter 5.7.2

6.2.1 The following are NRCS normal operating hours:

- Monday to Friday 08:00 – 16h30
- Saturdays and Sundays Closed
- Statutory Holidays Closed

## 7. Procedures

### 7.1 Employees conduct (Rules and Regulations) during working hours

#### 7.1.1 Access to premises

- 7.1.1.1 All employees shall access NRCS offices using access card issued to them by security office at SABS.
- 7.1.1.2 In case whereby an employee does not have an access card, a manual register shall be completed by the employee at the point of entry into the premises.
- 7.1.1.3 Staff in shall be given grace period of 5 (five) working days to get a replacement card.
- 7.1.1.4 All employees to report any ~~loss~~<sup>loss</sup>, damaged to access cards immediately to security office at SABS, A replacement card shall be issued immediately upon payment of a replacement fee by ~~employee~~<sup>employee</sup> at that SABS may determine from time to time.
- 7.1.1.5 Security officers shall not allow access to employees, contractors and employee who has not made arrangements with the Business Unit they are servicing as specified above.
- 7.1.1.6 NRCS staff shall access offices, premises with either security codes or keys that were provided and controlled by the security officers.

7.1.1.7 Access cards are issued to individuals, no staff and members and /or contractors shall be allowed to use other person's card or shall allow any other person to utilize the access card provided to the staff member. The responsibility to safeguard the card lies will the person whom the card was issued in his/her name.

## **7.2 Personal conduct on premises during working hours**

7.2.1 All visitors to report at reception and wait for staff member.

7.2.2 All visitors must be attended to at the visitors center, only in the case of executive that visitors be escorted to the executive's office.

7.2.3 Any visitors who do not comply with security rules at port of entry will be denied access to the premises.

7.2.4 No employee shall be allowed in illegal gathering without permission from the employer, as it may create a challenge should such result in disruptions of other occupants from continuing with their work as well as in and out movement within the campus.

7.2.5 Malicious damage to property shall be treated as crime and such act must be dealt with in terms of criminal procedure act.

## **7.3 Parking**

7.3.1 Parking for employees is provided on the SABS campus

7.3.2 All employees to apply for parking bay to Facilities Management by completing and submitting a form from HR. (AA155)

7.3.3 Every staff / contractor shall utilize allocated parking bay allocated to him or her.

7.3.4 Any vehicle found to be parked inappropriately will be clamped by the security management. Releasing vehicles will be subject to the terms and conditions imposed by the SABS.

## **7.4 Access to offices outside working hours**

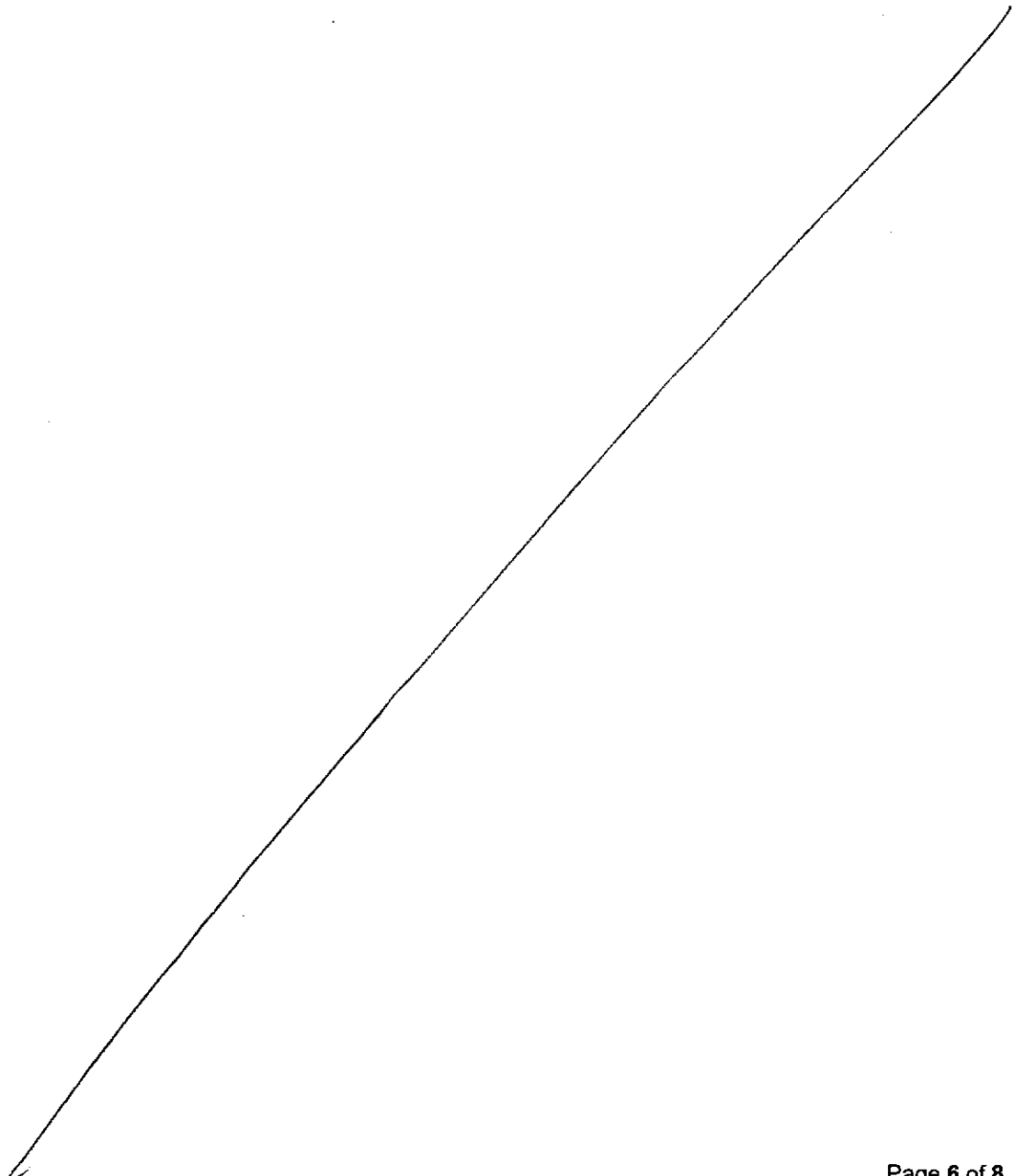
7.4.1 All employees, contractors and tenants wishing to access the premises outside of normal operating hours, for whatever reason, should complete the AZ 92 form and ensure that it is signed and approved by their BU manager and forward to [security@sabs.co.za](mailto:security@sabs.co.za) prior to their visit. Exceptions will be made for the following officials: CEO, DCEO, CFO, other Executives, Records and Facilities Management and OHS

7.4.2 Employees who have study groups on the SABS campus should get written permission from the relevant BU managers and forward all the names of the group to [security@sabs.co.za](mailto:security@sabs.co.za).

**7.5 General appearance**

7.5.1 Staff shall utilize designated waste bins to avoid littering by keeping environment neat and clean proper use of all facilities including sanitations facilities.

7.5.2 All staff shall be courteous and considerate of all other persons utilizing or visiting the offices



## 7.5 Important Contact Details

NRCS Contacts					
Position Name	Business Unit	Contacts details	Activities		
Facilities Manager	Records & Facilities	012 482 8927/ 076 570 4950	Allocation of Parking	Allocation of office accommodation	Physical movement of assets
OHS officer	Human Capital	012 482 8729			
Reception	Marketing and Communication	012 482 8802			

SABS Contacts		
Position Name	Business Unit	Contacts details
SABS Security	Security services	012 428 6805 / 082 735 6912
OHS officer	OHS	012 428 6837
Facilities manager	Facilities Maintenance	012 428 6424/ 083 632 3345

### 8. Records

None

### 9. Forms

AA 155 Application for Parking  
AZ 92 Entry outside hours

### 10. Replacement and withdrawal

This is the first edition

### 11. Annexures

None

### 12. Revision/Amendment particulars

None.



**LIST OF ABBREVIATIONS:**

<b>BU</b>	<b>Business Unit</b>
<b>CPO</b>	<b>Corporate Policy document</b>
<b>OHS</b>	<b>Occupational Health and Safety</b>
<b>NRCS</b>	<b>National Regulator for Compulsory Specification</b>

