



THEFT / LOSS POLICY

1. PREAMBLE

Dihlabeng Local Municipality is obliged, in terms of the Labour Relations Act (Act No. 66 of 1995), the Basic Conditions of Employment Act (Act No. 75 of 1997) and the South African Local Government Bargaining Council's Collective Agreement, to ensure safe-keeping of all Municipal property.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- Labour Relations Act (Act No. 66 of 1995)
- Basic Conditions of Employment Act 75 of 1997
- SALGBC Collective Agreement
- Protected Disclosures Act.

4. SCOPE AND APPLICATION

This policy must, where applicable, be read together with the Collective Agreement on Disciplinary Code and the Protected Disclosure Act.

5. OBJECTIVES OF POLICY

- To provide for a policy regarding the management of theft/loss of Municipal goods/property; and
- To provide for procedures for reporting theft/loss.

6. POLICY

- Any form of theft by an employee is prohibited at Dihlabeng Local Municipality.
- Employees and visitors should note that they are responsible for any personal effects left in the office/premises of Dihlabeng Local Municipality.
- All employees must ensure that valuable articles and small equipments are locked away whenever possible.
- The security staff will implement strict and, if necessary, additional security measures and to use all means at their disposal to apprehend anyone suspected of being responsible for theft subject to relevant applicable laws.
- Any employee who hears or observes anything which appears suspicious should immediately report to the relevant line manager and/or Director: Corporate Services.
- All reports will be treated as strictly confidential. These reports may also be made anonymously if any staff member so wishes.
- Dihlabeng Local Municipality`s insurance does not cover personal effects and it is in the employee`s interest to ensure that they have adequate cover under their own insurance policies.
- It is recommended that employees do not leave personal effects in the office when absent from their workstation/premises. Such items should be locked away/taken home or kept on themselves.

7. REPORTING

- Employees should, upon discovery, immediately report the following to their line Manager:
 - (i) Apparent theft of office equipment or property of any description, irrespective of value. Employees should ensure, before reporting the event, that the property/article is not being lawfully used by someone else in the office or premises of Dihlabeng Local Municipality.
 - Any sign of break-in or attempted break-in; and
 - Any intentional damage to Dihlabeng Local Municipality property.
- (ii) Explicit details of the incident above must be supplied to the Line Manager e.g. make, model, when last seen.

- (iii) The decision as to whether any security incident be reported to the South African Police Services(SAPS) is at the discretion of the Line Manager.
 - (iv) It is recommended that all thefts, however insignificant, be reported to the SAPS, who will allocate a case serial number which should be noted by the Municipal Manager for reference purposes.
- Employees will be expected to submit a written statement outlining how the Municipality`s property was lost or stolen.

8. INSURANCE COVER

- General cover under existing insurance arrangements carries a large excess for any one claim caused by fire, lightning, storms, theft etc.
- In view of the large excess, Management should ensure that Dihlabeng Local Municipality property is properly secured to reduce the risk of loss or damage.
- In the event of loss o f petty cash, or other Dihlabeng Local Municipality money, the Line Manager to whom a staff member responsible for the money reports, will ensure that full facts of the case are immediately reported to internal audit, the Line Manager concerned and the Director: Corporate Services.

9. EFFECTS OF THEFT/LOSS

- It is the responsibility of every employee to report theft or loss in terms of this policy.
- Should any employee be suspected theft or intentional damage to property, such an employee will be subjected to disciplinary action.
- Should the employee be found to have been negligent, that employee will be held accountable and responsible for the payment of the lost or stolen property.

10. REVIEW CLAUSE

- This policy will be reviewed annually ad revised as and when necessary.

11. AUTHORITY

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| Formulation Policy | : Director: Corporate Services |
| Authorization Policy | : Council |
| Ownwership & Maintenance Manager | : Director: Corporate Services |

