



# OFFICE OF THE PREMIER

DIRECTOR GENERAL

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Date : 13 March 2017  
Leshupelo:  
Umhla :  
Datum :

Reference : S5.3  
Tshupelo :  
Isalathiso :  
Verwysings:

**TO: ALL UNIT HEADS  
EMPLOYEES/STAFF MEMBERS**

## **INFORMATION SHARING SESSION**

With reference to the above,

As part of our quarterly assessment schedule, the Labour Relations Unit intends to conduct information sharing session with all the units in the OTP on the following topics:

- 1. The Code of Conduct in the Public Service**
- 2. Incapacity/poor performance in the workplace**
- 3. Disciplinary Code and Procedure/Abscondment**
- 4. The approved Bursary Policy/selection Criteria – HRD unit**

Our office deemed it necessary to conduct these sessions in a quest to keep the staff abreast of the new developments in the regulations governing Misconduct and to sensitize them of the consequences that may occur as a result of a breach thereof.

Attached hereto, is a copy of schedule with times, dates and venue for your perusal and subsequent attention.

Thanking you in advance.

**JUSTICE BEKEBEKE  
DIRECTOR-GENERAL**

## INFORMATION SHARING SESSION SCHEDULE

<b>PROGRAMMES</b>	<b>UNIT HEADS</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
Programme one (Administration)	Mr. Justice Bekebeke	22 March 2017	08H00	1 <sup>st</sup> Floor Boardroom
Programme two (Institutional Development)	Ms. Gugulethu Matlaopane	22 March 2017	10H30	1 <sup>st</sup> Floor Boardroom
Programme three (Governance & Strategic Management)	Mr. Denver van Heerden	23 March 2017	08H00	1 <sup>st</sup> Floor Boardroom