



OFFICE OF THE PREMIER

DIRECTOR – GENERAL

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Date : 12 February 2018

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 and the Human Resource Administration 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. Sexual Harassment**
- 3. PILLIR by HRA**
- 4. HIV/AIDS, TB & STI Management Policy**
- 5. Health and Productivity Management Policy**
- 6. Wellness Management Policy**
- 7. SHERQ Management Policy**

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

PROGRAMMES	UNIT HEADS	DATE	TIME	VENUE
Programme one (Administration)	Mr. Justice Bekebeke	27 th February 2018	08H30	1 st Floor Boardroom
Programme two (Institutional Development)	Ms. Gugulethu Matlaopane	27 th February 2018	10H30	1 st Floor Boardroom
Programme three (Governance & Strategic Management)	Mr. Denver van Heerden	27 th February 2018	14H30	1 st Floor Boardroom