

TO ALL SERVICE PROVIDERS

RE: RFP043/04/2016 REVIEW OF ORGANISATIONAL STRUCTURE TENDER

List of all Siu Policies

1. General policies

1. Attendance Control Policy
2. Attendance Control Procedure
3. Archive Policy
4. Dissemination of Information Policy
5. Dress Code Policy
6. Incoming and Outgoing Mail policy
7. Parking Policy
8. Smoking Policy

2. Compliance Policies

1. Disclosure of Interest Policy
2. Gifts Policy
3. Nepotism Policy

3. HR Policies

1. Afternoon Off Policy
2. Bursary Policy
3. Disciplinary Policy
4. Leave Policy – Temporary & Contract Members
5. Leave Policy – Permanent Members
6. Maternity Policy
7. Performance Appraisal Policy
8. Performance Information Policy
9. Provident Fund Policy
10. Recruitment and Selection Policy
11. Retirement Policy
12. Remuneration and Benefits
13. Salary Adjustment Policy
14. Training and Development Policy
15. Unpaid Leave Policy – Permanent Members
16. Termination Policy
17. Employment Equity Policy
18. Policy and Procedure Guide
19. Grievance Policy

4. ICT Policies

1. Access Control Policy
2. EDP Control Policy
3. Info Security Governing Policy
4. Telephone Policy
5. Policy of the Provisioning of ITC Equipment

5. Accounting (Finance) Policies

1. Bad Debts Written Off
2. Budget Management Policy
3. Budget Process and Cost Control
4. Cash Management Policy
5. Cellphone Policy
6. Creditors Policy
7. Debtors Management policy
8. Delegation of Authority(DoA)
9. Fixed Asset Policy
10. Foreign Currency Policy
11. General Travel Arrangement Policy
12. International Travelling Policy
13. Payments Policy
14. Performance Indicators Policy
15. Petty Cash Policy
16. Provision for Doubtful Debts
17. Relocation Policy
18. Revenue Management Policy
19. Staff Loans Policy
20. Study Loans Policy
21. Subsistence & Travelling Policy
22. Supply Chain Management Policy
23. Utilisation of vehicle Policy
24. Trust Debtors & Trust Creditors Policy

6. Corporate Governance

1. Audit Committee Policy

7. Operations Policies

1. Investigations File Index