



HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

[REG. No: 2011/001221/07]

INCLEMENT WEATHER POLICY

Administrative Responsibility:	Chief Executive Officer
Implementing Department / Departmental Unit	Corporate Services Department

INCLEMENT WEATHER POLICY

POLICY DOCUMENT CONTROL

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Summary of Amendments:

Version	Author	Date	Revised Date
V1	Corporate Services Manager	10 March 2025	14 May 2025

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PREAMBLE

1. BACKGROUND

The Agency acknowledges that some of its staff are on- site employees. It is therefore imperative that the weather conditions should be considered at all times. The Agency also acknowledges that it is imperative to protect the employees in any weather condition. This policy deals with situations where employees are exposed to weather that is not conducive to work under, which might cause danger to their lives and the property of the Agency.

2. OBJECTIVES OF THIS POLICY

- 2.1 To establish and maintain a safe and healthy work environment for Agency employees on bad weather days.
- 2.2 To provide regulations for managing work environment on bad weather days.

3. APPLICATION OF THIS POLICY

- 3.1 This policy will apply to all on-site employees of the Agency
- 3.2 This policy shall become operative with effect from the date of approval by the Board.

4. INTEPRETATION OF THE POLICY

- 4.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 4.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 4.3. The Office of the CEO shall give a final interpretation of this policy in case of a written dispute.
- 4.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration.

“Adversarial weather”: means unfavourable and harmful weather

“Inclement weather”: means adversarial weather conditions a cold, wet, snowy, stormy

“On-site employees”: means employees who are expected to work outside the buildings and in an open space where there is no shelter or structure protecting them from the exposure to the weather conditions.

“Rainy day”: means a day on which the intensity of the rainfall affects the safety, health or effectiveness of onsite employees and the qualitative production of work.

“Supervisor”: means the immediate/overall supervisor of a particular team of on-site employees.

5. REGULATIONS

- 5.1. Every off-site employee shall be required to wear his or her protective clothing on a rainy day.
- 5.2. Management shall ensure that all the on-site employees have been supplied with the necessary protective clothing.
- 5.3. Depending on the level rate or concentration of the rainfall, the supervisor may require the off-site employees to continue with the off-site duties whilst having their protective clothing on.
- 5.4. Should the off-site employee be of the view that the level rate or concentration of the rainfall affects the safety, health, effectiveness and qualitative production of his/her work, he/she will abandon the work he/ she was performing and move to a suitable place where there is shelter.
- 5.5. Should the supervisor upon his/her assessment of the weather conditions, be of the view that there are slim and no prospects of the stoppage of rainfall or any adversarial weather conditions he/ she may instruct the on-site employees to abandon the site work and return to the depot or plant.
- 5.6. The off-site employees removed from the site may be expected to perform other duties at the Agency which will not expose them to severe adversarial weather conditions.
- 5.7. Where no other duties can be assigned to the off-site employees who have returned from the site the supervisor shall with the prior approval of the CEO, permit the off-site employees to cease work at any time falling within their normal working hours.
- 5.8. The off-site employees who have been released in terms of Clause 5.7 above, shall be deemed to have worked all their normal working hours on that rainy day.

- 5.9. The application of the policy may be extended to other types of severe inclement weather conditions posing hazards to the health and lives of employees by the respective Manager.
- 5.10. In the event of the Agency property being damaged due to the extreme weather conditions and repairs are to be done, the employees shall perform their duties from their home, having been issued with the necessary IT equipment.
- 5.11. For the employees who work out in the field, they will have to complete a special leave form which will be granted by the CEO due to damage of the property caused by the weather and repairs having to be met.

6. COMPLIANCE AND ENFORCEMENT

- 6.1. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 6.2. It will be the responsibility of all Managers, to enforce compliance with this policy.

7. COMMENCEMENT

- 7.1. This Policy will come into effect on the date of adoption by the Board of Directors of the Harry Gwala Development Agency (Pty) Ltd.

APPROVED BY:

NAME	SIGNATURE	DESIGNATION	DATE
Mrs T.T. Thiyane-Magaqa		Acting Chief Executive Officer	22 May 2025