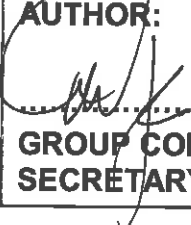

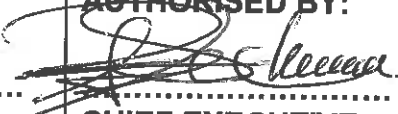
 RAND WATER		RAND WATER QUALITY MANAGEMENT SYSTEM GUIDELINE	
TITLE: GUIDELINES FOR EMPLOYEES PARTICIPATING / SERVING AS MEMBERS IN OTHER ENTITIES		DOC. NO: RW GSEC 00500G	
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1. PREAMBLE

The Rand Water Group's values are core to its business philosophy. These values guide the way in which the organisation conducts its business as well as the interactions with all stakeholders. Management strives to embed the values and the principles contained in the Code of Ethics, consistently strives to maintain the highest standards of ethics and to avoid any conflict of interest. Rand Water promotes a culture of openness, trustworthiness and transparency throughout the organisation.

These guidelines were formulated with an intention to:

- augment the existing Code of Ethics;
- provide guidance on participation of Rand Water's employees as it relates to their position within the organisation in terms of when they may or may not hold a public / private office; and
- clarify the process that Rand Water will follow to handle any conflict of interest that may arise as a result of employees serving or participating as committee members or representatives in other entities.

2. ETHICAL PRINCIPLES

- Dual office holding by employees shall not be condoned unless otherwise authorised in line with the protocol process in relation thereto.
- Employees shall not give preferential treatment to any private organisation or individual projects.
- Employees shall not participate in activities that conflict with matters in their official capacity.
- Employees shall not use company property for any other purpose other than when authorised by a delegated authority.

3. INTRODUCTION

3.1. Rand Water Group ("RWG") employees often receive invitations from various organisations:-

3.1.1. To serve as members of committees, task teams and projects teams etc.;

- 3.1.2. Requesting their attendance and participation in certain events, such as making public speeches and presenting position papers in specific fields etc.; and
 - 3.1.3. To serve as representatives in industry forums and sector working committees etc.
- 3.2. Further, as and when opportunities arise, RWG employees will send applications to other organisation in response to their request or invitations to serve on the board of those organisations as directors or as committee members;
- 3.3. These invitations are further complicated when the events are designed to raise funds on behalf of the other organisations other than Rand Water.

4. PURPOSE

The purpose of these guidelines is to give direction to all employees on the process to follow when receiving invitations or sending applications to serve as members or representatives in boards, committees or forums outside the organisation.

5. APPLICATION

These guidelines apply to all employees of Rand Water, Rand Water Subsidiaries and Rand Water Entities ("RW Group").

6. REFERENCES

Document Title	Document No.	Location
Rand Water Code of Ethics	NA	Intranet
Water Services Act 108 of 1997	Act 108 of 1997	Rand Water Legal Library
Public Finance Management Act 01 of 1999	Act 01 of 1999	Rand Water Legal Library
Protection of Personal Information Act 2013		Rand Water Legal Library
Rand Water Guidelines on declaring Gifts and/or Business Courtesies		Intranet

7. TERMS, DEFINITIONS AND ABBREVIATIONS

- 7.1. **Delegated Authority** - "means the Board or official or committee that has delegated power, duty or function to an official or executive or committee that is on the lower level than the delegating authority";
- 7.2. **RW** – means "Rand Water" ;
- 7.3. **Employees** – the definition of any individual under the employment of of the RW Group' includes any person who works for Rand Water;
- 7.4. **RWG** – means "Rand Water Group"
- 7.5. **Rand Water Group** includes Rand Water, Provident Fund, Medical Scheme and any other subsidiary of RW;
- 7.6. **Nature and Complexity of the request** – " can be determined by the type of the event which involves senior government officials, the Minister, the President or any other person at a higher level of authority than where the employee applicant is in terms of the job grading levels of Rand Water";
- 7.7. **Personal Conflict of Interest** - if and when an employee's personal interests are in conflict with the interests of the organisation you work for;

- 7.8. **Professional Conflict of Interest** – if and when an employee is working for two organisations who have competing interests.
- 7.9. **Board** – “means the Board of the Rand Water that has been appointed in terms of schedule 1 of the Water Services Act”,
- 7.10. **CE** - means the Chief Executive of Rand Water.

8. SCOPE

8.1. OFFICIAL CAPACITY

The Scope of Authority for the employees' official capacity is categorised as follows:

- 8.1.1. Presenting position papers or official speeches at an event under the name and logo of Rand Water, Rand Water Subsidiary or Rand Water Entity;
- 8.1.2. Serving on boards of external organisations as representatives of Rand Water, Rand Water Subsidiaries or Rand Water Entities; and
- 8.1.3. Serving as members on committees formed within the sector or industry forums as a representative of Rand Water, Rand Water Subsidiaries or Rand Water Entities.

8.2. PERSONAL CAPACITY

The Scope of Authority for the employees' personal capacity is categorised as follows:

- 8.2.1. Serving as members on Board's or Committees of other entities or any other activity involved in outside RW which can be regarded as outside remunerative work

9. POLICY PRINCIPLES

- 9.1.1. RWG employees must not undertake remunerative work outside their official duties which has the potential to interfere with their official duties or be in conflict with Rand Water or use office equipment for such work. Such work should be declared to the relevant delegated authority and failure to do so will result in necessary steps being taken against the employee.
- 9.1.2. Any remunerative and non-remunerative work which has the potential to interfere with their official duties or be in conflict with Rand Water should be declared.
- 9.1.3. RWG employees must not, while serving on committee, boards of other organisations, industry forums and presenting speeches or position papers, make commitment on behalf of Rand Water unless otherwise authorized by the Accounting Officer or the delegated authority;
- 9.1.4. RWG employees must not accept an invitation to serve as a member of a committee, to attend and make public speeches under the name and logo of Rand Water , or attend any event in his/her official capacity unless otherwise authorised by the delegated authorityPURPOSE

10. APPROVAL PROCESS

- 10.1. Upon receipt of the official invitation, the employee must then send the invitation together with a memo requesting approval from the delegated authority;
- 10.2. Depending on the nature and complexity of the request, the request for approval form may be elevated by the respective managers to the Portfolio Head for approval purposes.
- 10.3. The delegated authority when granting approval must consider the following:

The nature and extent of the work and how will it impact on RW;

- 10.3.1. the time required for the work;
 - 10.3.2. the employee's performance records;
 - 10.3.3. that the attendance or participation by the employee at an event is not utilised as a means to promote the event in the name of Rand Water unless otherwise agreed to by the Accounting Officer;
- 10.4. The official speech or position paper to be presented will be in the employee's official capacity and on a subject matter that relates to the employees' official duties. The speech or paper to be presented must be submitted to the Portfolio Head or a delegated authority for review prior to an employee presenting it at the event or in public;
- 10.5. With regard to employees serving on board or committees of other organisation in their personal capacity, it is further required that:
- 10.5.1. The nature and extent of the work and how will that impact on RW;
 - 10.5.2. the time required for the outside remunerative work;
 - 10.5.3. the employee's performance record;
 - 10.5.4. the employees do not utilize company time to advance his or her personal interest;
- 10.6. The employees always put Rand Water's interest first above other impending personal interest;
- 10.7. Employees do not use the position, privileges or confidential information obtained while under employment by Rand Water to improperly benefit other organisation or for private gain.
- 10.8. After approval, the employee requesting approval must ensure that:

- 10.9. If it is a speech or position paper to be presented, an approval has been granted and the speech or position paper had been viewed and signed off by the Portfolio Head or the delegated authority;
- 10.10. If it is in relation to the employee serving at other organisations, a letter of consent or a declaration of interest form must be signed by the Portfolio Head or the delegated authority granting approval for the employee to be a member or a representative as per the request;
- 10.11. He or she never abuses his or her authority or influence other employees, nor be influenced by his or her position to abuse the authority that has been granted;
- 10.12. He or she acts in the best interest of the organisation or acts impartially without compromising the credibility and integrity of the organisation.
- 10.13. RWG employees who are serving on other Board's or Committees of other entities in their personal capacity should at all times declare such membership on an annual basis or as and when any changes occur through the approved Declaration of Interest process.

11. ENFORCEMENT

All employees are required to adhere to the guidelines and declare such required information to the delegated authority for approval. Failure to declare or submit a signed declaration of interest form shall be regarded as non-compliance. The matter will be escalated to the Portfolio Head and necessary disciplinary steps will be followed.

12. CE'S DISCRETION CLAUSE

- 12.1. The Chief Executive, within his authority, reserves the right to amend and to make any changes on the policies, procedures or guidelines where appropriate, based on business requirements; and

12.2. For the avoidance of doubt, any deviation from the policy, procedure or the guidelines will be approved by the Chief Executive, subject to all parties' rights in Labour law.

13. DOCUMENT CHANGE HISTORY

Date	Previous revision number	New revision	Description of each revision
01/06/2016	None	00	This GUIDELINE was never issued in ISO format

14. RECORD AND DATA KEEPING

Record Document	Form/Doc Number	Location	Retention Period
Declaration of interest form	RW GSEC 00100 F	GSEC	2 Years