

Blouberg Municipality



CHAPTER 33: IDENTIFICATION POLICY

STATUS: As adopted on the 29 May 2025

1. PREAMBLE

The Blouberg Local Municipality embraces Batho Pele principles and recognises the fact that community members shall be treated with respect and dignity hence this policy.

2. APPLICATION

(a) This policy is applicable to Municipal employees and it expressly include the Municipal manager and Managers directly accountable to him/her

(b) For the purpose of this policy Municipal employees include both the current and future employees who are/ shall be on the payroll of this municipality.

3. PURPOSE

(a) The primary purpose of this policy is to ensure that Municipality employees are easily identifiable by both surname and position and/ rank by both residents and municipal clients who happen to interact with Municipal employees.

(b) To ensure that we live up to the BATHO PELE injunctions as articulated by the National Government through the Department of Public Service and Administration which requires all government employment to be easily identifiable.

4. USAGE OF THE NAME TAG

(a) The name tag shall be worn by all council employees when on duty;
For the purpose of paragraph 3.1. Above all council employees shall put their name tags on the left side of their chest, just above the left breast.

(b) The wearing of the name tags, in any manner contrary to above stated, shall be deemed to be improper and thus a misconduct in the form of unbecoming conduct and shall be dealt with in terms of the Collective Disciplinary Code.

(c) The failure to wear the name tag shall be construed as misconduct and be dealt with as in paragraph 3.4. ABOVE.

4. OWNERSHIP OF THE NAME TAG

(a) All name tags are council property and shall be given to all employees upon resuming the duties with the Municipality.

(b) The employee upon whom a name tag is given shall take good care of the name tag at all reasonable times.

(c) When leaving the employ of this Municipality under whatever circumstances the council employee shall submit the name tag to the Manager Corporate Services,

(d) Non-compliance with paragraph 4.3. Above shall result in the Municipality assuming that the nametag has been destroyed, lost and or damaged.

(e) For the event of paragraph 4.4 occurring the municipality reserves its rights to recoup the cost of the name tag from the said employee in whatever manner reasonable and legal.

5. LOSS, DAMAGE AND DESTRUCTION OF THE NAME TAG

(a) Council shall on its own account provide all its employee with name tag

(b) Should the council employee misplace, lose, damage or destroy his/her name tag the said employee shall within 24 hours thereof report same to manager corporate services.

(c) Manager Corporate Services shall immediately make requisition for the affected employee to be issued with a new name tag.

(d) The amount of R100, 00 shall be debited against the salary of the affected council employee for the new name tag re-issue.

(e) The Amount as state in paragraph 5.4. Above shall be changed as and when the need arises and notice thereto shall be issued to all council employees.

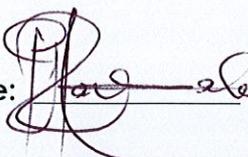
(f) The Municipality further reserves the right to press disciplinary charges against any council employee who persistently lose, damage or troy his/her name tag

(g) Paragraph 5.6. Shall not bar the Municipal from imposing any punitive penalty or fine on an employee contemplated therein.

6. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

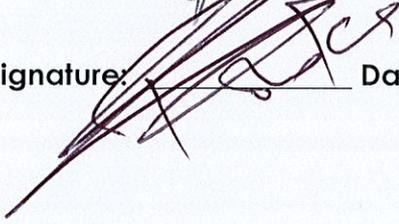
Authorised by Municipal Manager:

Signature:  Date: 29/05/2025

Recommended by Portfolio Committee
on Corporate Services:

Signature:  Date: 29/05/2025

Approved by Municipal Council:

Signature:  Date: 29/05/2025