

**NORTHWEST PROVINCE:
DEPARTMENT OF HUMAN SETTLEMENT, PUBLIC SAFETY & LIAISON
(PUBLIC SAFETY & LIAISON BRANCH)
HUMAN RESOURCES POLICY**

POLICY NO : HR2012/06
NAME OF POLICY : FUNERAL AND BEREAVEMENT POLICY
EFFECTIVE ON :
DATE OF REVIEW :

CONTENTS

	Page
Preamble	
1. Abbreviations and Definitions	
2. Purpose and Objectives	
3. Principles	
4. Legislative Framework	
5. Scope of Application	
6. Policy Statement	
7. Personnel Provisions	
8. Leave days	
9. Emotional Support	
10. Individual Donations and Contributions	
11. Employer's Role and Responsibility	
12. Dispute Resolution	
13. Monitoring, Evaluation and Review	
14. Addendum: Funeral Proceedings for Traffic Officers	
15. Commencement of Policy	

PREAMBLE

The Department of Human Settlement, Public Safety & Liaison (Public Safety & Liaison Branch).

REALISES that family responsibility for funeral/bereavement affects employees in a fundamental way, impacting on their wellbeing and productivity

BELIEVES that the principles underpinning *Batho Pele* require the Department as an employer to respect the rights of employees and provide a basis for affording employees a healthy work environment and supporting them when death and bereavement occur.

FURTHER BELIEVES that challenges concerning funeral/bereavement have to be addressed collectively by the stakeholders without prejudice. Examples are religious and cultural diversities.

COMMITTS ITSELF to implement this policy to promote fairness and equal consideration to all employees in departmental processes and benefits seeking to support employees involved in funerals/ bereavement.

1. ABBREVIATIONS AND DEFINITIONS

- ❖ **HRM:** Human Resource Management.
- ❖ **PSCBC:** Public Service Co-ordinating Bargaining Council
- ❖ **Adopt:** To take into a relationship another one's child as your own.
- ❖ **Funeral:** The ceremony before the burying or cremation of a dead body
- ❖ **Counsellor:** A person trained to give guidance on personal, social and psychological problems.
- ❖ **Chaplain:** a person called by God and who have been professionally trained and certified to minister to people's spiritual needs.
- ❖ **Department:** Department of Human Settlement, Public Safety & Liaison, North West.
- ❖ **Designated Officer:** An employee who performs the role of the Investigating Officer
- ❖ **Employee:** An employee includes all employees of the Department employed in terms of Public Service Act (No. 103 of 1994), the Basic Conditions of Employment Act of 1998, as amended and includes contract workers, interns/internship, Volunteers and prospective employees.
- ❖ **Traffic Officer:** A Traffic officer appointed in terms of section 3(a), and any member of the service, and any member of a Municipal Police Service, both as defined in section 1 of the South African Police Service Act, 1995 (Act no 68 of 1995), and for the purposes chapters v, ix & x and section 74 & 78 of this Act includes a Peace Officer.
- ❖ **Foster Care:** Bring up a child that is not your own birth.
- ❖ **Guardian:** A person having a legal custody of a child.
- ❖ **Immediate Family Member:** Biological mother or father, mother or father in-law and children including anyone directly related by legal requirements.

- ❖ **Induction:** Formal introduction into a new job.
- ❖ **Leave:** Concession of absence from work provided for in the PSBC resolution 7 of 2000.
- ❖ **Life Partner:** A person with whom the incumbent has a stable, long standing relationship.
- ❖ **Memorial Service:** Service held to pay last respect in honour of the deceased in the workplace.
- ❖ **Bereavement:** The period of mourning and grief following the death of a beloved person.
- ❖ **Still born:** A baby who is born dead after 24 completed weeks of pregnancy.
- ❖ **Designated Officer:** An employee who performs the role of the Employer.
- ❖ **EHWP:** Employee Health and Wellness Programme.

2. PURPOSE AND OBJECTIVES

- 2.1 The policy is developed because the department seeks to standardise the procedure for allowing employees time to mourn and grief for their loved ones without jeopardising their job;
- 2.2 Provide guidelines to regulate the way in which the Department responds to death/funeral of its staff members;
- 2.3 Ensure consistency in treating those who have lost their loved ones;
- 2.4 To provide emotional support to the staff member whose immediate family/s has/have passed on i.e spouse/partner, child/children, parents and siblings;

3. PRINCIPLES

The principles underpinning this policy are:

- 3.1 Promotion of emotional and mental well-being of employees with elimination of disputes as far as possible;
- 3.2 Progressive realization of constitutional rights as an indication of care and concern by the employer; and
- 3.3 Adopting and maintaining a passionate environment of solidarity in the workplace with observation of individual norms, values, religions and cultural diversities.

4. LEGISLATIVE FRAMEWORK

For the purpose of the policy the legislative framework is as follows:

- 4.1 Constitution of South Africa, 1996, Chapter 2
- 4.2 Labour Relations Act, 1995 as amended
- 4.3 Public Service Act, 1994; as amended
- 4.4 Basic Conditions of Employment Act, 1997
- 4.5 Public Service Regulations (Resolution 7 of 2002);
- 4.6 PSCBC Resolution 7 of 2000, (as amended);

4.7 PSCBC Resolution 1 of 2007.

5. SCOPE OF APPLICATION

5.1 This policy is applicable to all employees of the Department and their immediate family members: - spouse, life partner, Foster care, Guardian and still-born child.

5.2 Former employees who died within three months of resigning or termination of employment due to pension or disability are also included.

6. POLICY STATEMENT

6.2 All departmental employees affected by death and or bereavement shall be treated with compassion informed by a balance between a productive workforce and a caring workforce.

6.3 The employee shall be allowed a family responsibility leave with pay for attending to funeral matters as stipulated in the Determination on leave of absence in the Public Service.

6.4 The Determination of Leave indicates that 5 working day's family responsibility leave per annual leave cycle for utilisation if the employee's child, spouse or life partner dies or an employee's immediate family member dies.

7. PERSONNEL PROVISIONS

7.1 The Bereavement Policy applies to the employee or colleague members and immediate family members.

7.2 All employees are encouraged to register their family members at the time of employment and will update it from time to time when necessary.

8. LEAVE DAYS:

8.1 The number of days taken shall not exceed five (5) working days in an annual leave cycle, unless specific circumstances warrant further leave at the discretion of the supervisor.

8.2 All leave granted shall be paid as per PSCBC Resolution 7 of 2000 as amended. If exhausted available annual leave may be used or unpaid leave of 184 calendar days.

8.3 Leave days are taken from:

- (a) Family Responsibility Days,
- (b) Compassionate;
- (c) Annual leave days; or
- (c) Unpaid leave can be taken.

9. EMOTIONAL SUPPORT

9.1 An appointed counsellor and Chaplain from IEHW should attend to the bereaved.

9.2 In the case of death of the employee/colleague counselling and support should be extended to the immediate family members.

9.3 The Wellness Committee should comprise of:

- (a) Members should take turns in co-ordinating activities during the time of bereavement.

10. INDIVIDUAL DONATIONS AND CONTRIBUTION

10.1 Voluntary donations per Directorate should be encouraged.

10.2 Colleagues in the members unit should assign a responsible person to collect contributions and liaise with IEHW Official.

10.3 A record should be kept for all contributions take.

11. THE EMPLOYER'S ROLE AND RESPONSIBILITY

11.1 Memorial Service

(a) In the event of the death of an employee, Head of Department/delegate should attend ALL Memorial Services and speak on behalf of the Department.

(b) In the event of the death of an employee, the employer ensures a memorial service is arranged.

(c) The family is informed about the date and time set.

11.2 Funeral Attendance

(a) Colleagues within the members' unit and other units are encouraged to attend the funeral.

11.3 Departmental Representation

(a) In the event of the death of an employee, Head of Department/delegate should attend ALL Funeral Services and speak on behalf of the Department

(b) The Department shall purchase a wreath or flowers and sympathy card for the family of the deceased employee in time for the funeral.

11.4 Utilization or Provision for State Owned Transport

Transportation of a set capacity should be made available for the funeral of the deceased employee.

12. BEREAVEMENT COUNSELLING

12.1 Affected Officials/Unit/Family

- The EHWP unit is responsible for providing crisis intervention, trauma debriefing and counsel to the staff members and their immediate family members/dependants when incidents of this nature occur.
- The staff needs to indicate their needs to the unit if the unit is not aware of what has transpired. These needs to be communicated as soon as possible so that the unit can assist in trying to prevent problems that may include acute stress disorder (ASD), post-traumatic stress disorder (PTSD), depression, anxiety, panic attacks, complicated bereavement, anger and general psychological distress.

13. DISPUTE RESOLUTION

Any dispute arising from the provisions of this policy shall be dealt with in terms of the Department's dispute resolution procedure.

14. MONITORING, EVALUATION AND REVIEW

14.1 In case of bereavement, the staff member should do the following:

- (a) Inform the Head of the Directorate who will inform the Chaplain who will in turn inform all members.

14.2 Notify Human Resource Management who will:

- (a) check which leave is suitable and advise the employee accordingly;
- (b) A leave form with proof confirming leave of absence should be submitted by the staff member;

14.3 Individual or group visits should be continuous.

14.4 If news was received whilst at work, the member has to be accompanied home.

14.5 Ensure that all the Roles and Responsibilities of the Employer are done accordingly.

14.6 A list of colleagues who will be attending the funeral should be circulated.

14.7 Assistance with preparations before and on the day of the funeral must be rendered in both instances where a member of the immediate family is deceased (depending on the needs and wants of the family).

14.8 Counselling and support should be extended to the family during this time.

14.9 Human Resources and the Counsellor should assist with processing of claims on behalf of the family of the deceased member.

14.10 Sub-Directorate: Human Resources and Integrated Employee Health and Wellness Unit should monitor the implementation of the policy in all instances.

14.11 The policy shall be amended as and when a need arises to ensure that it is aligned to prevailing legislations.

15. Addendum: Funeral Proceedings for Traffic Officers

- (a) Funeral proceedings/procedures for Traffic Officers are attached.
- (b) The chaplain will be responsible for all the Proceedings.

16. RELATED POLICIES

Effective implementation of this policy requires that it be read together with Provincial and other Departmental Policies.

17. COMMENCEMENT OF THE POLICY

This policy shall be implemented by the Department with effect from the date of approval and signature by the HOD.

APPROVED

HEAD OF DEPARTMENT

Date:

Addendum

**PROPOSED
DRAFT OF
FUNERAL PROCEEDINGS
FOR
TRAFFIC OFFICERS**

2. DRESS

2.1 The dress of the designated traffic mourners for an official funeral can be determined only once the Dress Order has been finalised. The following is prescribed for the interim. The following is prescribed in the interim.

	TRAFFIC MOURNERS-MALES	TRAFFIC MOURNERS-FEMALES
1.	Patrol jacket-Bronze	Patrol Jacket-Bronze
2.	Shirt-Long sleeves-Bronze	Shirt-Long sleeves-Bronze
3.	Traffic Tie-Blue	Traffic Bow tie-Blue
4.	Trousers-Bronze	Skirt -Bronze
5.	A uniform Belt	A uniform Belt
6.	Socks-Bronze	Pantyhose-Blackmail or Beach
7.	Shoes-Brown	Shoes-Court shoes or service type
8.	Gloves-From PPI-Brown	Gloves-from PPI-Brown
9.	Cap-Bronze	Cap -Bronze
10.	Nameplate with the National Flag	Nameplate with the National Flag
11.	Appropriate badges of rank and insignia.	Appropriate badges of rank and insignia.
12.	Orders, decorations and medals (full size).	Orders, decorations and medals (full size).

2.2 Other members not Traffic Officers may attend with civilian dress.

3. PERSON IN COMMAND OF THE OFFICIAL FUNERAL

3.1 The officer in charge of the deceased member must designate a person who will be responsible for making the following:

- (a) Liaising with the family of the deceased.
- (b) Liaising with the Chaplain and the local Minister of Religion.
- (c) Liaising with the local undertakers.
- (d) Liaising with the local traffic/police department.
- (e) Selecting a Guard of Honour and the Firing Squad.
- (f) Selecting the Traffic Mourners.
- (g) Making arrangements with a bugler for sounding the last post, the general salute and the reveille.
- (h) Selecting the traffic pall-bearers, as well as indicating their correct seating in the church.
- (i) Arranging seating in the church for the next of kin, the VIP's and the designated traffic mourners.
- (j) Arranging the coffin in the church and correctly draping the flag over the coffin.
- (k) Setting up the guard of honour outside the church.
- (l) Setting up the procession outside the church and folding the flag and removing the decorations.

3.2 The responsible members accompanied by the PPI (referred to in par with 4.1(a)) below must visit the church ground and the grave before the commencement of the church service, to ensure that the correct procedures will be followed.

4. PERSONS INVOLVED IN AN OFFICIAL FUNERAL

4.1 Guard of Honour

4.1.1 THE GUARD OF HONOUR MUST CONSIST OF:

- (a) One PPI or above (in command of the guard of honour and the firing squad).
- (b) One SPI or one officer in command of twelve (12) PI's.

4.1.2 BEARERS

- (a) The bearers must consist of six members and they are under the command of the responsible person designated by the commander as contemplated in paragraph 3.
- (b) In the event of the death of a member with the rank of a PPI or above, 6 (six) PPI's must where possible act as pall-bearers.
- (c) In the case of the death of an officer below the rank of a PPI or above, 6 (six) of the same rank as the deceased must where possible, act as pall-bearers.
- (d) If members of the family of the deceased request that they should act as pall-bearers, they may be accommodated in the following way:
 - Members of the family may only be allowed to carry the coffin at home, from the house to the hearse and at the church, from the hearse to the church.
 - At the point at which the traffic bearers leave the grave-side and take their places with the designated mourners at the foot of the grave, civilian bearers can take up the places just vacated.

4.1.3 DESIGNATED TRAFFICMOURNERS

They will include all the members of the service who have been designated to attend the funeral service in their official capacity, like the Regional Manager and the bugler.

4.1.4 Other Traffic Members

This includes all other traffic members who officially attend the funeral.

4.1.5 COMMANDER: TRAFFIC TRIBUTE

The District manager of the deceased member must, circumstances permitting, attend the funeral. He/she must deliver a tribute in the church on behalf of the service.

4.6 CIVILIAN MOURNERS

This will include all the civilians at the memorial and/or funeral service.

PROCEDURE BEFORE THE CHURCH SERVICE

Before the church service commences, the procedure must be followed in the sequence as set out below:

- (a) The undertaker brings the coffin to the church.
- (b) The National flag (if not already done at home), is draped over the coffin and the member's cap or hat and his/her medals are arranged on top of the flag.
- (c) The traffic bearers carry the coffin from the hearse at the command of the responsible member and place it as indicated by the chaplain/local minister at the place that has previously been arranged (The civilian bearers may perform this task if a wish to this effect has been expressed).
- (d) The feet of the deceased must point in the direction of the front door of the church.
- (e) The traffic bearers take up their places in the church.
- (f) As soon as the next of kin of the deceased enters the church, the undertaker/chaplain or local minister of the religion gives the sign for everybody to stand.

- (g) If the MEC or the Head of the Department attends a funeral, he/she enters the church followed by the designated traffic mourners (They enter the church in order of seniority and that they sit in the same order).
- (h) Other members attending the service in work and civilian dress sit separately as they do not form part of the designated traffic mourners.
- (l) As soon as members attending in uniform enter the church, all the males must remove the head-dress using their left hands and place their head dress on the left side of the chest, so that they will cover all medals that they are wearing. The same position will be maintained during the moment of silence or during the prayers.

6. PROCEDURE DURING THE CHURCH SERVICE

During the church service the following position must be taken up:

6.1.1 Guard of Honour

- 6.1.1.1 The PPI stands nearest the entrance of the church, with the most junior SPI or other traffic member at the opposite end furthest from entrance to the church. The guard of honour stands at ease during the service.
- 6.1.1.2 Should there be insufficient space in front of the church; the guard of honour can form up in the street in front of the church.

6.1.2 The Hearse

The hearse must be parked in such a way that the bearers can move through the guard of honour can form up in the street in front of the church.

7. PROCEDURE AT THE END OF THE CHURCH SERVICE

7.1 After the completion of the church service the procedure in the sequence as set out below must be followed:

- 7.1.1 The bearers stand next to the coffin and the male bearers remove their head-dress using their free hand and carry it on their chests while the coffin is being carried.
- 7.1.2 The chaplain/local minister of religion and the undertakers leave the church, followed by the bearers, next of kin, MEC and/ or Head of the Department(or his delegate) if present, the designated traffic mourners (in order of seniority) and then the other members and the civilian mourners.
- 7.1.3 The responsible member gives the signal to the PPI that the guard of honour must prepare. The PPI must give this command, "**Guard of Honour Attention**".
- 7.1.4 The coffin is carried feet first out of the front door of the church. As soon as the bearers appear in the front door of the church, the PPI gives the command: "**Guard of Honour Salute!**" The salute is held until the coffin is placed in the hearse.
- 7.1.5 To complete the salute, the PPI gives the command: "**Guard of Honour-March to the right and left-right and left turn!** This command is followed by the command "**Dress on the centre-Slow march-March!**"
- 7.1.6 As soon as the front party begins to move, the PPI and the SPI move into the centre, the PPI (2) metres at the front and the SPI (2) metres behind the guard of honour. The guard of honour then marches in slow march past both sides past of the hearse, until they get to about seven (7) paces in front of the hearse, at which point the PPI gives the command "**Guard of honour-Halt!**". The guard of honour must remain standing at attention (In those cases in which the coffin remains in the hearse, the above may be ignored).

8. THE PROCESSION OUTSIDE OF THE CHURCH

8.1 The process must in the sequence below be set-up outside the church.

- 8.1.1 The guard of honour at the front.
- 8.1.2 The chaplain/local minister (if so prepared) three (3) paces behind the front division.
- 8.1.3 The hearse with the bearers on both sides of the hearse three (3) paces behind the chaplain/local minister.
- 8.1.4 The principal mourners (next of kin) in vehicles (only in exceptional circumstances may there be more than three (3) vehicles).
- 8.1.5 The rest of the cortege (those traffic officials who attend the funeral must not form part of the procession, but their vehicles must form part of the cortege).

8.2 When the procession is ready:

- 8.2.1 The responsible official gives the command: **"Guard of honour-dress on the left-slow march-March!"** The whole procession marches for approximately one hundred (100) paces in slow march after which the responsible official gives the command: **"Guard of honour-Halt!"** After this command the procession dismisses.
- 8.2.2 At this point transport must be available to take the guard of honour, the chaplain/local minister and the bearers to the cemetery, which will not be joining the cortege.
- 8.2.3 The rest of the cortege also comes to a halt to give the members in the procession the opportunity to board buses or other means of transport, which will take them to the cemetery.
- 8.2.4 The rest of the cortege proceeds behind the hearse as soon as the transport carrying the members of the procession leaves for the cemetery.
- 8.2.5 If, as may be the case in a small town, the cemetery is near the church, the procession may march to the cemetery.

9. PROCEDURE AT THE CEMETERY

9.1 The procedure below must be followed at the cemetery:

- 9.1.1 All the vehicles of the cortege must preferably stop outside the cemetery, after which the people walk behind the guard of honour to the grave-side.
- 9.1.2 The guard of honour takes up its position at the gate of the cemetery. They stand at attention and face inwards. The SPI stands closest to the gate and the PPI nearest to the approaching procession which should be made as follows:
 - 9.1.2.1 The chaplain/local minister walks in front.
 - 9.1.2.2 The hearse follows with bearers on both sides of the vehicle.
 - 9.1.2.3 The chief mourners including the MEC and/or the Head of Department if they are attending follow in vehicles.
- 9.1.3 The PPI give the command **"Guard of honour-Salute!"** as soon as the hearse reaches to move through the front party.

9.1.4 After the whole of the procession has moved through the guard of honour, the PPI gives the command: **"Guard of honour-left and right turn"**. The guard of honour then in slow March or if the distance to be covered does not allow for that in quick time, march to as near as possible to the grave.

If the guard of honour marches to the grave in quick time, the PPI must as soon as they come near to the grave give the command: **"Revert to slow march-slow march-march!"**. They must revert to slow march as far as the grave where they must remain standing at attention.

9.1.5 The designated traffic mourners and all other mourners move behind the guard of honour to the grave-side.

10. PROCEDURE AT THE GRAVE SIDE

10.1 Before the lowering of the coffin, the responsible member must determine the position of the following persons:

10.1.1 The chaplain/local minister usually at the head of the grave.

10.1.2 The guard of honour usually on the right-hand side of the grave.

10.1.3 The designated traffic mourners (including the MEC and/or the Head of Department and the bugler) usually at the foot of the end of the grave, and

10.1.4 The next of kin, civilian mourners and other members normally on the left-hand side of the grave (space must be left for the next of kin to stand directly beside the grave).

10.2 All members who form part of the designated traffic mourners take their positions, in order of seniority, at the foot of the grave, with the officers in single file in front of the rest.

10.3 The designated traffic bearers remove the coffin from the hearse and carry it to the grave. As soon as the bearers place the coffin on the straps of the lowering mechanism on top of the grave, they turn towards one another and on a count, replace their head dress. The bearers, in order of seniority, take up position behind the designated traffic mourners at the foot of the grave, the civilian bearers take up the place just vacated.

10.4 If the family insists on a greater participation at the grave-side, it may be suggested at the point at which the traffic mourners take their place with the designated mourners at the foot of the grave, the civilian bearers take up the place just vacated.

10.5 Once the traffic bearers have taken their places, the designated member must remove the national flag, cap or hat and the medals from the coffin and arrange that a wreath be placed on the coffin.

10.6 At this point the commander of the deceased or his/her delegated officer must present a small national flag (a storm of flag) together with the cap/hat and the medals on behalf of the service to the next of kin (prior arrangements must have been made as to who will actually receive the flag).

10.7 The members in uniform remain at attention until the end of the proceedings at the grave-side.

10.8 As soon as the chaplain/local minister says: **"Let us pray"**, all the males in uniform must on the count given by the PPI remove their head-dress as follows:

- One-Grasp the peak of the cap using the left hand.
- Two-Replace the cap from the head and place the cap on the left of the chest.
- Three- Bow the head.

10.9 At the close of the prayer the head-dress is replaced as follows:

- One-Lift the head to the usual position.
- Two -Replace the cap, using the left hand.
- Three -Bring the hand smartly back to the left side.

- 10.10 The coffin is now lowered and the bugler plays the hymn-"Abide with me".
- 10.11 As soon as the bugler stops, the PPI gives the command: "**Guard of honour-general salute-Salute!**". The bugler then plays the general salute followed by the last post.
- 10.11.1 All the officers who are in uniform salute on the command "**Salute**" given by the PPI.
- 10.11.2 After the end of the playing of the general salute and the last post, the PPI gives the count for the ending of the salute.
- 10.12 As soon as the salute is completed, the bugler sounds the reveille but nobody salutes.
- 10.13 After the sound of the reveille, the PPI gives the command: "**Advance party-Left (Right) turn**". The guard of honour and the bugler now march away from the grave and dismiss at the predetermined point.
- 10.14 The officers remain at their places and in order of seniority, pay their last respects to the deceased, but only after the next of kin have done so. When an officer pays his/her last respect he/she must march to the foot of the grave, halt, salute, make an about turn and march away.
- 10.15 Other ranks below PPI may as soon as the officers have completed paying their respects, also be given the opportunity to pay their last respect if they so desire or if it can be accommodated.
- 10.16 All the commands at the grave-side must be given as softly as possible.

11. TRANSPORT OF PERSONS DURING THE FUNERAL

- 11.1 The following persons may make use of official transport or claim travelling allowances to attend an official funeral:
- a. The Director.
 - b. The District Manager.
 - c. The Chaplain.
 - d. The Guard of Honour.
 - e. The Firing Squad.
 - f. The Pall-Bearers.
 - g. The Bugler.
 - h. Any other designated mourners who are attending on official capacity.
 - i. At least four members from each District travelling in one vehicle are allowed to attend the funeral, provided they are not on duty.

12. EXPENSES

Travelling expenses will only cover petrol costs.