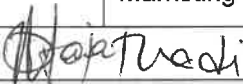
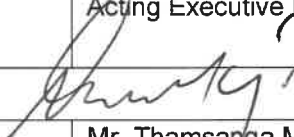
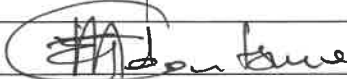




Events policy

POL-MARCOM_003

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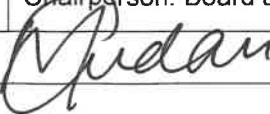
Approved By			
Name		Mr. Chris Mudau	
Position		Chairperson: Board and Accounting Authority	
Signature			Date: 31/03/2025

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1. PURPOSE OF POLICY

The purpose of the Events Policy is to define the SASSETA events guiding principles, providing detailed task instructions, and forming the basic structure of business operations of SASSETA and to also promote co-operation and collaboration between internal and external partners.

2. SCOPE AND APPLICATION OF THE POLICY

This policy intends to provide a framework to oversee that all staff and Management understand what is expected of them. It eliminates confusion, creates structure, and enforces uniform standards throughout a large group. It will also assist and guide the SASSETA in efficiently managing event-related activities thereby providing clarity to all role players and stakeholders.

3. DEFINITIONS, ACRONYMS, AND TERMINOLOGY

Term	Description
Accounting Authority	SASSETA Board
CEO	Chief Executive Officer
CFO	Chief Financial Officer
Event	Any formal or informal gathering intended for all or specified staff, students, or visitors where attendance has been coordinated in advance by an Event Organiser / Manager acting in that capacity.
MARCOM	Marketing and Communication
SASSETA	Safety and Security Sector Education and Training Authority
SCM	Supply Chain Management
Stakeholders	Are entities that have an interest in a given project. These stakeholders may be inside or outside an organization that sponsors a project, or indirectly involved in an event.

4. POLICY STATEMENT

This policy establishes basic principles for service delivery to both internal and external stakeholders. It also provides guidelines for service level requirements to measure the effectiveness of events.

- Using correct events booking form on time (obtainable from the Marketing and Communications Department)
- Following the correct procedure for event support with required signatures.

Events Booking Form is required to be completed for any proposed event. The form requests details of the event, nature, date, time, purpose, background, objectives benefits, in relation to the event.

5. POLICY OBJECTIVES

The purpose of this policy is to:

- Promote and encourage internal and external events that enhance a wide variety of opportunities to SASSETA's stakeholders.
- Ensure compliance with regulatory requirements and standards; and
- Incorporate controls to minimise adverse impacts of events.

6. POLICY FORMAT AND GUIDELINES

6.1 Background

This document sets out the policy of SASSETA on events. Events usually require many different teams to come together, often including several external suppliers. Successful events depend on every team member doing their job in a high standard, as well as flexibility and a commitment to good-cross-team communication.

6.2 Policy Content

SASSETA employees must request event support and approval from their first line Manager. A decision-making process will be facilitated through the Executive Management.

6.3 Guiding Principles

Policies are one of the numerous components that make up a corporate culture. Guidelines enforce a comprehensive set of standard operating procedures that support the events policy.

The staging of events should also be within the regulations communicated in the National Treasury Instruction No. 03 of 2017/2018 (Cost Containment Measures)

7. ROLES AND RESPONSIBILITIES

- a. **Marketing and Communications Manager** – Is the head of requesting function.
- b. **Procurement Manager** - Ensures that proper procedures are followed;

- c. **Finance Manager** - Confirms budget availability;
- d. **CFO** - Supports the event budget availability;
- e. **CEO** – Final event approval as delegated to him by the accounting authority;

8. OVERALL ACCOUNTABILITY

The Marketing and Communications Department is accountable and is responsible for future amendments or reviews of this policy and will, together with Supply Chain, Finance, CFO, and the CEO, ensure that it is adhered to by all SASSETA employees. Failure to follow the guidelines and adhere to the policy will result in the event not being approved. This policy applies to all employees, staff, management, and stakeholders of SASSETA. These persons are expected to adhere to the policy's principles, guidelines, and standards. Non-adherence to the policy may result in SASSETA becoming non-compliant with the Legislation, and therefore compliance to the policy is mandated in terms of SASSETA conditions of employment.

9. POLICY IMPLEMENTATION

Unless specifically expressed in the document, policy shall be deemed to take effect on the day it is signed and approved by the Chairperson of the Board. This policy shall be reviewed every two years or upon significant amendment(s) to SASSETA's regulatory environment.

10. VALIDITY OF A POLICY DOCUMENT

In an event of any doubt about the authenticity of a policy document, the document signed by the CEO shall be considered as the only document with validity, authority, and a force of law.