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| Company Name | POLICY NAME/ *NAAM VAN BELEID:*<br><br>Eg./bv. **Overtime Policy**<br>***Beleid vir die bestuur van Oortyd*** |

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| **Date & Authority approved** ***Datum en outoriteit van goedkeuring*** | | **Date implemented** ***Datum geimplementeer*** | |

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| **Scope /** ***Toepaslik vir*** | Ask yourself **whom** and **what** the policy applies to. For example, is it for staff conduct within the organization or a salary payment process? That would be the scope of your policy. /*Vra jouself af **op wie** en **waarop** die beleid van toepassing is. Is dit byvoorbeeld vir personeelgedrag binne die organisasie of salarisbetalingsproses? Dit is die omvang van u beleid.* |
| **Purpose/ *Doel*** | This is where you state in detail of why the policy is being created/ what it sets out to achieve. / *Hier beskryf u die kerndoel waarom die beleid geskep is en wat dit wil bereik.* |

**Policy content/ guidelines**
***Beleidsriglyne***

Descriptions of the application of the policy. In this section, you answer the questions who, why, what, when, and where of the policy. All guidelines, directives, applications can be stated here. *Hier beskryf u die beleidsinhoud in detail. Dit spreek die wie, wat, hoe, wanneer en waar aan van die toepassing van die riglyne. Alle riglyne, direktiewe, toepassings word hier opgesom.*

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| **Parties and Responsibilities/** ***Rolspelers en verantwoordelikhede*** | This includes a list of various units/ job titles that would be responsible for policy enforcement or implementation. / *Hier lys u alle afdelings of persone verantwoordelik vir die implementering of monitering van toepassing.* |

**Procedures/**
***Prosedures***

| Process Steps | Responsible Person | Applicable forms |
|---|---|---|
| Step by step descriptions for implementation of different aspects covered by the policy. / *Stap vir stap beskrywing van die stappe toepaslik in elke sub-afdeling van die beleid.* | The person responsible for the action/ *Persoon verantwoordelik vir die toepassing* | The name or number of applicable forms to be used. / *Lys die naam of nommer van vorms relevant tot die aksie* |
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