WORKPLACE POLICY & PROGRAMME DEVELOPMENT AND IMPLEMENTATION

Technical Expertise
Internal/External
Management Commitment

M&E

Review
- Taskforce monitors through reports, records, checklists and reviews
- Periodic review to accommodate changes
- Survey to evaluate

Launch Disseminate Implement
- Create awareness among staff, stakeholders and donors
- Develop workplans
- Participatory process in-house
- Cost work plan
- Task force facilitates

Circulate Review and Finalise
- Allow for review and comments from staff, stakeholders, sponsors and donors

Draft Policy
- Based on accepted Regional principles of ILO, SADC e.g.
- National (country specific laws and guidelines)
- Rights based approach

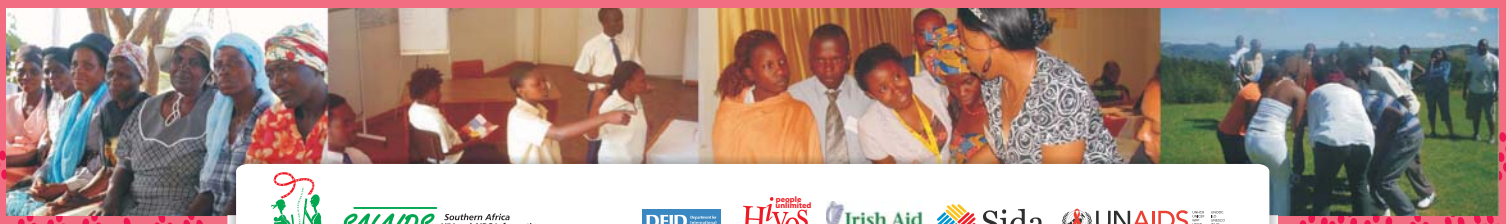
Establish Policy Task Team
- Consists of Management
- Workers
- Finance
- Clear Roles
- Organise activities, monitor and report to management

Consult and Negotiate
- Share results of assessment with all staff
- Identify what organisation can address
- Prioritise

Problem Identification
- Inclusive needs assessment
- Personal risk assessment (Individual organisation community focal point)
- Steering committee

Management Commitment

Buy in Managers Workers
- Technical experts
- Policy and laws
- In house awareness and creativity



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