

**National Sea Rescue Institute of South Africa “NPC”**

**Registration No 1967/013618/08**

**“the Institute”**

**Employee Motivation, Performance Maintenance and Sustainability Policy**

**Approved: 2017**

**Reviewed: July 2018**



## **Employee Motivation, Performance Maintenance and Sustainability Policy**

### **1. Purpose**

The purpose of a policy on employee motivation, performance management and sustainability is to ensure that through employee motivation the aims, objectives and impacts of the organization are achieved and sustained.

### **2. Scope**

The policy includes a framework for organizational, departmental, station and individual performance in a continuous and integrated manner to achieve impacts.

### **3. Principles**

The Principles of Performance Management within the NSRI include;

#### a) Motivation

The System must primarily motivate individuals, stations and departments to a culture of excellence through performance.

#### b) Developmental

The system must continuously improve in parallel with its components and objectives

#### c) Excellence

The culture of excellence pervades the system

#### d) Impact

The system must focus on impacts primarily and not just inputs and outputs.

#### e) Transparency

The system must be transparent in an environment of positive, open communication without fear or favour in respect of success or failure related to accomplishment of tasks.

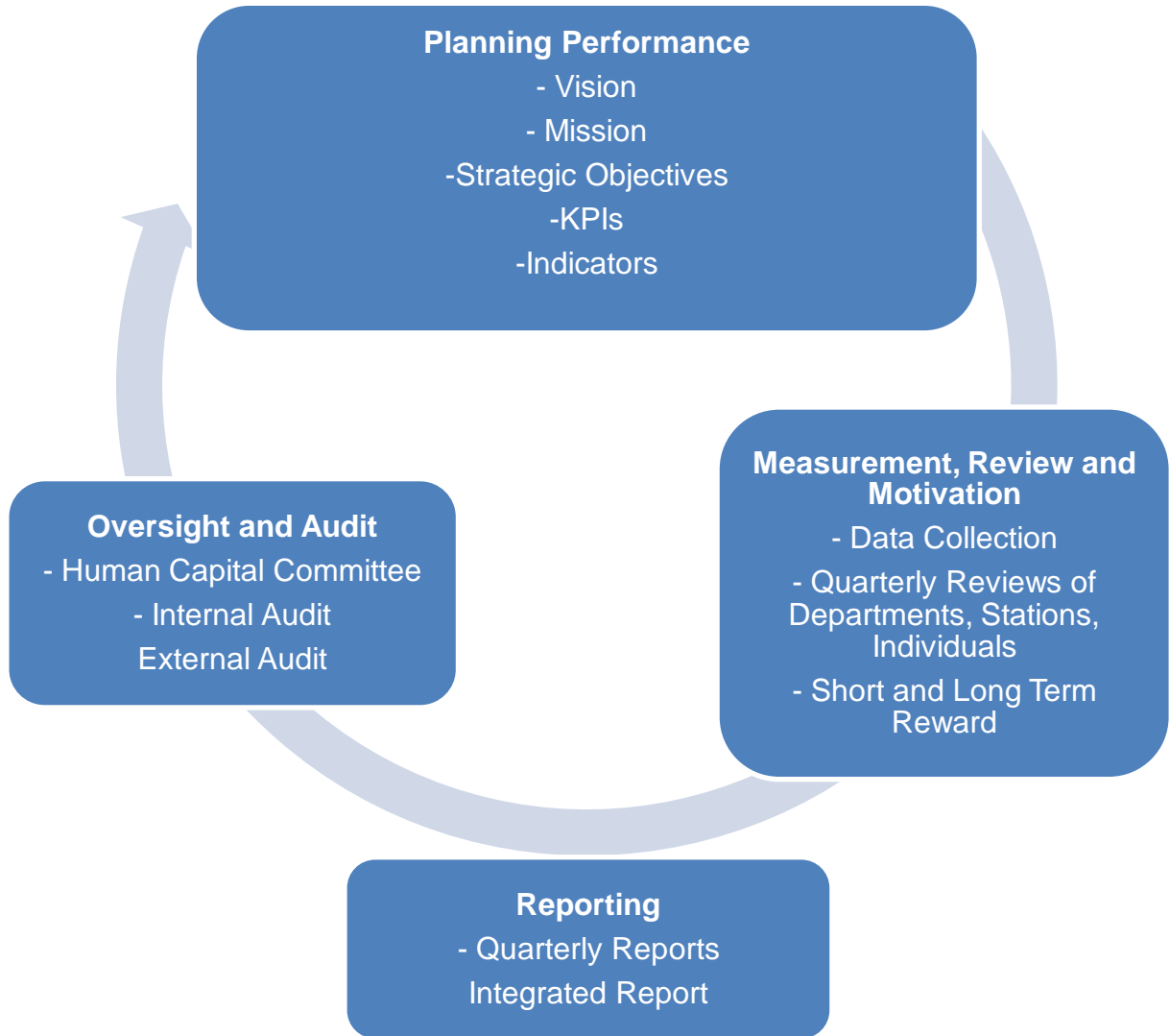
#### f) Consistency

The system must be continuous and consistent across all levels

### **4. Policy Provision**

The NSRI Remuneration Policy provides the necessary imperative for motivation and performance management.

### **5. System Components**



### 5.1 Planning Performance

The NSRI Governance Board and Management meet annually to review the Strategy of the NSRI and agree on Objectives for the year.

The Strategy and objectives must flow through into Departmental, Station and Individual Plans in a continuous and integrated manner.

### 5.2 Measurement and Review

A monitoring and evaluation process founded on accurate and appropriate data and indicators must occur quarterly at organizational level and individual reviews of personal plans must occur at least twice annually but preferably every quarter.

Measurement must be objective through the capture and presentation of data within each plan.

Performance is linked to remuneration and reward in the short and long term.

The short-term reward system includes;

- Greater Responsibility
- Greater Autonomy
- Greater Flexibility
- Certificates
- Vouchers
- Gifts
- Time Off
- Annual Remuneration Incentive

The long-term reward includes;

- Tax Free Pension Benefit

### **5.3 Roles and Responsibilities**

The Governance Board has an oversight role in respect of the Motivation and Performance of the organization and its components which it executes through the Human Capital Committee.

The CEO is responsible for the design and implementation of the system at an organizational level.

The executive and management are responsible for implementation at departmental, station and individual level.