

# HR Policies

## Sports and Recreational Policy

### SPORTS AND RECREATIONAL POLICY

#### MEMORANDUM

**Date : 20 February 20, 2018**

**To : All Employees**

**From : The Management**

**Re : Sports and Recreational Policy**

#### I. PURPOSE

Physically active lifestyle is beneficial to both the organization and the employees and includes reduced incidence of disease, obesity and a variety of physiological and other benefits. It contributes to the well-being of the whole organization. Because of these, the organization is committed to the active and healthy lifestyle and gives greater importance to the health and well-being of its members.

#### II. SCOPE

This policy guides all organizational sports and recreational activities. It is aligned with the National goal of achieving healthy living. It provides a mechanism for engaging the sporting activity in the organizational level. It also sets out the roles and responsibilities of the organization and its members.

#### III. SPORTS AND RECREATION COMMITTEE

The organization shall appoint Sports and Recreational Committee as the representative of Nelsoft Systems, Inc., who shall conduct their operations within the guidelines set forth hereunder:

- The Sports and Recreation Committee shall be composed of five (5) members, two (2) of which are members of the Management and the remaining three (3) from the employees.
- Is responsible for ensuring that all sports and recreation activities are regulated by the same.
- Shall be responsible for the cleaning of sport facility or facilitating such cleaning.
- Shall provide or facilitate the provision of consumables such as drinking water, tools, balls, nets, rackets, and other tools to carry out the activity.
- Is required to make the facility accessible to the participants. The Sports and Recreation Committee shall coordinate the needs of the activities.
- Shall implement and popularize this policy.
- Shall list the priority sports and recreational activities based on the results of the needs assessment.
- To communicate sports and recreation issues to staff;
- To advise on issues of sport, recreation and this policy;
- To determine the practice sessions and games or competitions;
- To arrange and coordinate sports and recreation activities;
- Ensure safekeeping of sports kits, recreational uniforms and other related equipment;

# HR Policies

- Ensure coordination and procure licenses with national government and local government units and other government departments and non- governmental organizations;
- Ensure that all sport and recreation activities are governed by the Code of Employee Discipline;
- Ensure the establishment of teams who represents employees across all the organization; and
- Deliver reports to the Management Team: Human Resources and other relevant departments before and after each sports or recreational event.
- The meetings of the Sports and Recreation Committee must meet only during free time and must never hamper the office jobs and performance in the office.
- The SRC shall meet quarterly and when there is a need.

## IV. PARTNERSHIP

For the purpose of implementing this policy, the Sports and Recreation Committee, in consultation with the management committee, may enter into a partnership with a third-party organization who will facilitate certain aspects of sports and recreation activities. For this purpose, the participation of the third-party organization is only limited to officiating activities during actual games and no other.

The members of any team may invite third-party players to be members of their own teams. However, this is subject to the confirmation of the Sports and Recreation Committee and as long as this would not destroy the essence of the activity.

For any issues that may arise in the holding of such events, the Sports and Recreation Committee's decision is final and controlling. This partnership is only executed and treated valid as long as beneficial to the Nelsoft Systems, Inc.

## V. HUMAN RESOURCES CONSIDERATIONS

The attendance of employees to sports and recreational activities shall not be permitted during working hours, except if the activity is expressly sanctioned by the organization.

In official events, where the participants need practice sessions in preparation for official competition, the committee should seek permission not later than 10 working days from the Human Resources and Management Team, who may grant permission for the participants to leave their place of work early.

The Managers/Section heads must however ensure that service delivery is not compromised as a result of the early release of staff. Work must be prioritized. The Code of Employee Discipline shall apply before, during and after sports and recreational events.

## VI. SPORTS AND RECREATION ACTIVITIES

1. SPORTS ALLOWED: Basketball, Volleyball, Badminton, Soccer, Tennis, Table Tennis, Chess, Darts, Bowling and other sports activities that may be allowed by the organization.
2. RECREATIONAL ACTIVITIES: Choral and Traditional music, yoga other activities that may be allowed by the organization.
3. All sports and recreation activities involving the employees which will directly

# HR Policies

identify, directly and indirectly, the organization must be expressly authorized by the Sports and Recreation Committee. This holds true whether the activity was done within or outside company premises.

## VII. INJURIES AND DAMAGES

Although the organization supports sport and recreational activities, employees must remember that participation in these activities is purely voluntary, whether the activity is official or informally agreed by the parties. Games held by the employees expressly or impliedly sanctioned by the Sports and Recreation Committee are pure responsibilities of the employee and shall in no way be under the account of the organization.

Regarding injuries or other unwanted scenarios transpiring or sustained during participation in sports and recreational activities, the employees understand and concede that they discharge, release and waive to the organization and hold the same free from any liability or damage.

Any leave which has to be applied due to a sport injury shall be deemed to be sick leave and if no sick leave credit is available, it shall be charged to leave without pay.

The Organization will not be held liable for any damages linked to sports/recreation participation; this includes damages that may arise from travelling, accommodation and participation in the actual sporting or recreational activities.

## VIII. MEMBERSHIP

Employees shall be allowed to participate in these sanctioned sporting / recreational activities.

## X. ROLES AND RESPONSIBILITIES

### The Responsibilities of the Employee

The professional image of the organization is portrayed and maintained through acceptable conduct of its members during sporting or recreational activities.

Employees participating in the games are expected to be champions of sportsmanship and team camaraderie. In this regard, the organization expects that these activities will promote unity among all members of the organization.

Employees are expected to prioritize their work based on their assigned workloads, which will be monitored by supervisors at all times.

Employees should request permission from their supervisors all the time before leaving their workstations for sports and recreational activities.

Employees should respect the decision of the supervisors, and always prioritize service delivery to sports and recreations.

### The Role of a Manager/supervisor

The Managers/Section heads shall ensure that all employees comply with this policy. They are responsible for making employees aware of the contents of the policy. They are expected to manage the performance of their employees including employees who participate in sports.

Managers/Section heads shall be able to decide if the employee can go to sports or not basing his/her decision only on service delivery which is measurable and objective not on subjectivity.

Managers/Section heads shall monitor this policy through analysis of attendance

# HR Policies

and punctuality reports submitted by the Human Resources to them. Managers/Section heads shall ensure that this policy is implemented equally with other policies.

## **XI. CODE OF ETHICS**

The Code of Employee Discipline shall apply to all extramural activities and events, and shall govern the conduct of players and spectators.

Participation in the activities shall be free of any form of discrimination.

All participants are to be treated with respect.

All outcomes and interpretations from sports officials should be treated as final.

No humiliating remarks shall be made at any time to opposing players, other employees or sporting officials.

Players and spectators shall not make harassing remarks from the sidelines.

No individuals and/or teams who arrive visibly intoxicated or suspected to be under the influence, or in possession of alcohol or any other illegal substance will be permitted to participate in the games. In such cases, disciplinary measures will apply and will be sent home immediately.

There will be no drinking of alcohol or exhibition of unacceptable behavior by participants or spectators during official games or events. Any player or spectator, who physically assaults, verbally/sexually harasses or engages in a physical fight with any employee or sports official will be subjected to the disciplinary procedure under the Code of Employee Discipline.

## **XII. MONITORING AND EVALUATION**

The Human Resources and the Sports and Recreation Committee unit shall frequently monitor and evaluate the implementation of the policy.

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