



SOUTH AFRICAN

TRANSPLANT SPORTS
ASSOCIATION

HUMAN RESOURCES POLICY

1. General Purpose

The purpose of this policy is to provide clear and consistent guidelines for managing human resources and remuneration within the South African Transplant Sports Association (SATSA). It aims to promote fairness, transparency, and accountability in the recruitment, management, and compensation of staff, contractors, and volunteers.

2. Scope

This policy applies to all employees, part-time staff, contractors, and volunteers of SATSA. It also covers all HR-related decisions including recruitment, remuneration, leave, performance, and conduct.

3. Guiding Principles

SATSA is committed to:

- Fairness: Equal opportunity and non-discrimination in all HR matters.
- Transparency: Clear communication of roles, responsibilities, and pay structures.
- Accountability: Ethical and lawful employment practices.
- Sustainability: Aligning HR decisions with the organisation's financial capacity.

4. Recruitment and Appointment

- All positions must be approved by the Management Committee before recruitment.
- Recruitment should follow an open and transparent process.
- Selection is based on merit, qualifications, and alignment with SATSA's mission.
- Appointments must be confirmed in writing, outlining terms of engagement, duration, and remuneration.

5. Roles and Responsibilities

- The Executive Committee approves all HR and remuneration decisions.
- Finance Subcommittee: Recommends remuneration levels and reviews them annually.
- Treasurer oversee day-to-day HR matters (leave, timesheets, etc.) for employees.

6. Remuneration

- Remuneration will be based on the role and responsibilities, available budget and funding, and comparable nonprofit sector rates.
- Payment can include salary or stipend (for staff or contractors), reimbursement for approved expenses, and honoraria or allowances for volunteers where applicable.
- Remuneration levels must be reviewed annually by the Finance Committee and approved by the Executive Committee.

7. Leave and Absence

- Leave entitlements will be agreed upon in the employment or volunteer agreement.
- Typical categories include annual leave, sick leave, and unpaid leave.
- Leave must be approved in advance by the committee chairperson.

8. Performance and Conduct

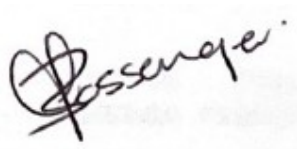
- Staff and volunteers are expected to perform their duties responsibly, ethically, and in alignment with SATSA's values.
- Performance discussions may be held annually or as needed.
- Misconduct or disputes will be handled in a fair and confidential manner as per the STASA constitution.

9. Confidentiality and Data Protection

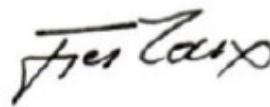
All HR records and personal information must be treated as confidential and stored securely.

10. Policy Review

This policy will be reviewed every two years or sooner if required by changes in legislation or organizational structure.



.....
Chairperson
Amanda Bossenger



.....
Treasurer
Hennie le Roux

15 October 2025