

	<b>POLICY / PROCEDURE</b>	<b>CTC/3/1/2</b>
	<b>CHAPTER</b>	3. STAFF BENEFITS
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	<b>APPROVED</b>	J.J VENTER

## CENTRE FOR HUMAN DEVELOPMENT

The Centre for Human Development (CHD) provides a counseling service to all employees and their immediate dependants who suffer from personal (psychological or social) problems.

The object of the CHD is to improve the personal well being and quality of life of employees and their dependants through human development.

CTC Guarantees that:

- Employees and their dependants using the service will be treated equally with dignity and respect;
- Participation in the service is voluntary;
- Personal information will be treated confidentially;
- Utilisation of the service will not threaten a person's job security or chances of promotion.

Should employees or their dependants suffer from a medical problem in addition to their personal problems, medical costs must be borne by the employee or his medical insurer.

Employees and their immediate dependants are encouraged to use this service voluntarily. Where however, an employee's personal problem has a negative influence on job performance, CTC management retains the right to request such an employee to use the services provided by the CHD.