



FINANCIAL POLICIES AND PROCEDURES

SECTION 2: RISK

BUSINESS CONTINUITY – PANDEMIC POLICY

<p>Policy Rationale</p>	<p>Tauranga City Basketball Association is committed to its members, athletes, employees, volunteers Coaches, suppliers and stakeholders to safeguard those individuals in the event of a pandemic.</p> <p>The overall goal is to have a pandemic policy which sits alongside the Business Continuity Plan. The Pandemic Policy provides for the care and flexibility for employees. It emphasises the need to put employees together with others which include all those relevant groups mentioned above (members, athletes, volunteers, coaches, suppliers and stakeholders) safety first while enabling essential services to continue as close to normal.</p>
<p>Policy statement(s)</p>	<p>Tauranga City Basketball Association recognises the commitment of the Executive, management, staff and suppliers to support the objectives of its Business Continuity and Pandemic Plan</p> <p>It also needs to ensure obligations under the health and Safety in the Workplace Act 2015 are met. In particular the organisation is committed to ensuring:</p> <ul style="list-style-type: none">• Essential services continue to be delivered to the best level possible during any disruption arising from a pandemic, while not compromising health and wellbeing of staff. This is critical to ensure as much of a sense of normal as possible, during whatever abnormal circumstances may be at play. Documenting this ensures everyone has a clear understanding of the roles and responsibilities.• The possibility of workplace closure is addressed.• Risks of contagion to people in the workplace are managed, ensuring the health and wellbeing of employees.• Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people.• Employees and volunteers are expected to continue to attend the workplace in line with their usual arrangements, except where alternatives are activated.• Employees and volunteers are expected to remain working during a pandemic, unless they are on agreed leave.



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<p>Policy Implementation and Related Procedure Documents</p>	<p>The implementation and review of this Pandemic Policy is the responsibility of Tauranga City Basketball Association Executive Committee, or similar committee.</p> <p>Tauranga City Basketball Association's Executive Committee are responsible for the establishment of a Workforce Pandemic Management Team or if the organisation is small, then appoint a Liaison Officer.</p> <p>Tauranga City Basketball Association's Workforce Pandemic Management Team or Liaison Officer will be responsible for the development and implementation of Tauranga City Basketball Association's Pandemic Plan.</p> <p>Tauranga City Basketball Association's GM will be responsible for reviewing and updating Tauranga City Basketball Association's Pandemic Plan annually. These plans will be reviewed by the Executive Committee before being approved by the Board.</p> <p>The following Tauranga City Basketball Association policies and frameworks should be referred to in this regard:</p> <ul style="list-style-type: none"> • To be confirmed 								
<p>Legislative Compliance Considerations</p>	<ul style="list-style-type: none"> • Health and Safety at Work Act 2015 • Holidays Act 2003 • Guidance from Ministry of Health 								
<p>Review Protocol</p>	<table border="0"> <tr> <td>Plan Reviewed By:</td> <td>Executive Committee</td> </tr> <tr> <td>Date Reviewed:</td> <td>May 2020</td> </tr> <tr> <td>Next Review Date:</td> <td>May 2021</td> </tr> <tr> <td>Revokes Plan Reviewed:</td> <td>n/a</td> </tr> </table>	Plan Reviewed By:	Executive Committee	Date Reviewed:	May 2020	Next Review Date:	May 2021	Revokes Plan Reviewed:	n/a
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