



NATIONAL FILM AND VIDEO FOUNDATION

REMOTE WORKING POLICY

APRIL 2026

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APPROVAL

The signatories hereof, confirm their acceptance of the content and authorise the adoption thereof.

Signature:



Chairperson of the Council

29 April 2026

Date

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1. ABBREVIATIONS AND DEFINITIONS

ADSL	- Asymmetric Digital Subscriber Line
CEO	- Chief Executive Officer
EVP	- Employee Value Proposition
GB	- Gigabyte
HR	- Human Resources
HOD	- Head of Department
IT	- Information Technology
LTE	- Long Term Evolution
MBPS	- Megabytes per second
NFVF	- National Film and Video Foundation
PC	- Personal Computer
UPS	- Uninterrupted <u>P</u> ower <u>S</u> upply
VPN	- Virtual Private Network

Definitions

- **“Employee”** means any individual in the employ of the National Film and Video Foundation as defined in section 213 of the Labour Relations Act 66 of 1995, as amended.
- **“Equipment”** means the NFVF owned property that an employee needs to work remotely.
- **“NFVF office”** means the building located at 87 Central Street, Houghton.
- **“NFVF location”** means any place or building where an employee is permitted to work remotely, other than their known place of residence. This location could be a festival location, site, film hub, restaurant, etc.

- **"Stakeholder"** means an organisation or individual with an interest in the NFVF as the custodian of the audio-visual content industry in South Africa. They may be affected by or have an impact on the NFVF's operations. Primary stakeholders include NFVF staff, the Department of Sport, Arts and Culture, NFVF Council, industry organisations, applicants for NFVF funding and beneficiaries.
- **"Full time remote worker"** means any person appointed to work remotely as per their employment contract.
- **"Working remotely"** means working or performing any duties for a pre-determined period away from the NFVF office or any approved NFVF location.

2. BACKGROUND

Amid the global COVID-19 pandemic, the NFVF, like many organisations across the country and worldwide, had to ensure that its employees were enabled to work remotely to facilitate social distancing and comply with the national lockdown regulations. Although the pandemic fast-tracked the need for this policy, its necessity has been extended beyond the pandemic. This is due to the growth in the adoption of hybrid working models; the flexibility it allows employees and employers the ability to attract the best talent regardless of their location and the cost saving benefits it provides. In a world of constant change, the NFVF needs to ensure that its practices adapt and stay relevant from an Employee Value Proposition ("EVP") perspective. The world of work is shifting and working remotely has rapidly become part of the new norm.

3. PURPOSE AND AIM

3.1 In a world of constant change, the NFVF needs to ensure that its practices adapt and stay relevant from an Employee Value Proposition ("EVP") perspective. The world of work has shifted and working remotely has rapidly become part of the new norm. This

policy sought to respond to the COVID-19 pandemic social distancing requirements and recognises the need to maintain those advancements beyond the pandemic.

3.2 This Policy outlines the process of working remotely for NFVF employees. The NFVF shall ensure that it reviews and updates the Policy regularly to guarantee that it remains relevant and aligned with the changing needs and expectations of the business environmental landscape. This will also ensure that it is aligned with best practices.

3.3 This policy does not amend or replace any part of the employee's employment contract, and it must be read together with all other NFVF policies.

4. SCOPE AND ELIGIBILITY

4.1 This Policy applies to all employees who are eligible to work remotely. However, some employees are not eligible to work remotely because of the nature of their work.

4.2 Employees who are responsible for cleaning, reception, IT, health and safety or any other essential services necessary for delivering of institutional services to clients or stakeholders are not eligible to work remotely. However, a decision to approve or decline an employee's request to conduct work remotely work will be carefully reviewed and considered by the line manager based on the individual circumstances of each case.

5. ELIGIBILITY CRITERIA

5.1 An employee requesting to work remotely must obtain written approval from his or/her line manager. The line managers approval or/ rejection will be sent to the Head of Department (HOD) and Chief Executive Officer (CEO) for ratification.

5.2 The line manager must consider these factors:

Job	The employee's job will be fully executable without any interruptions while working remotely.
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	The work is of such a nature that it can be performed remotely.
Performance	The employee's performance delivery meets expectations
Resources	The employee has all the necessary resources/tools to perform their duties remotely.
Stakeholders	Stakeholders will not be adversely impacted in any way, including reachability.
Peers	Work peers are aware and will not be adversely impacted in any way.
Yourself	The employee can work remotely and flexibly.
Conduct	<p>The employee has an exemplary record of conduct/behaviour (This is not applicable for employees appointed in full-time remote capacity).</p> <p>The employee's conduct aligns with NFVF values and professional ethics.</p> <p>The employee will adhere to health and safety regulations and any other national legislation while working remotely.</p>
Loadshedding / Powercuts	The employee will make reasonable efforts to continue working during Loadshedding/Powercuts or interruptions.
Emergencies	The employee will be able to commute to the NFVF offices in cases of emergencies while working remotely.

Time difference	When working remotely in another country, employees are expected to be online, accessible and adhere to their regular working hours as stated in their employment contracts, despite the applicable time difference.
Other	Any other relevant factor

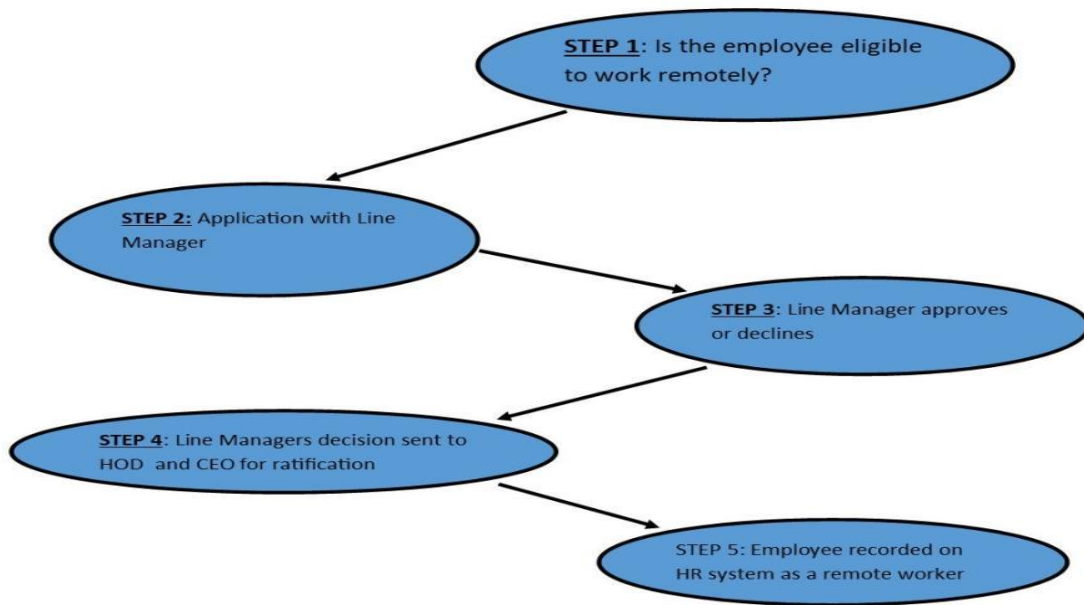
6. APPROVAL PROCESS

6.1 Employees who have been appointed to work full-time remotely capacity as a result of the COVID-19 pandemic will be considered as remote workers for the duration of their employment with the NFVF unless stated otherwise in their employment contracts.

6.2 When eligibility for working remotely is established, the request by an employee to work remotely must be pre-approved by the immediate line manager.

6.3 Once the decision to work remotely is ratified by management, employees need to ensure they record that they are working remotely on the NFVF's HR system and specify the period for such an arrangement. This action will also constitute a confirmation that their remote working location is safe, healthy, and appropriately equipped. This requirement applies to all employees, including those who are employed in a full-time remote work capacity.

APPROVAL PROCESS FLOWCHART



7. EMERGENCY AND EXTRAORDINARY CIRCUMSTANCES

7.1 Compliance with Government Regulations

7.1.1 In the event of a declared national state of disaster, pandemic, or other widespread health emergency, the NFVF will strictly adhere to all applicable national legislation and government regulations.

7.1.2 Management reserves the right to mandate remote work for all eligible employees to ensure institutional compliance with lockdown regulations or social distancing requirements, as seen during the COVID-19 pandemic.

7.2 Natural Disasters and Geopolitical Events

7.2.1 The NFVF recognizes that extraordinary global or local events—including but not limited to natural disasters, civil unrest, or international conflicts (such as war impacting global fuel prices)—may significantly affect an employee's ability to commute or work from the NFVF office.

7.2.2 During such periods of instability, the CEO and Management shall have the discretion to make appropriate operational decisions regarding remote working arrangements to alleviate the financial or physical burden on employees.

7.3 Operational Discretion and Continuity

7.3.1 Decisions made under this section will be handled at an operational level, prioritizing both the safety of the workforce and the continued delivery of institutional services to stakeholders.

7.3.2 Any temporary shifts in working models necessitated by these disasters will not constitute a permanent change to employment contracts unless formally communicated in writing by Human Resources.

8. WORKING HOURS

8.1 While working remotely, employees are expected to be online, accessible and adhere to their regular working hours as outlined in their employment contracts.

8.2 A remote worker must be available to report to the NFVF office when required. Reasonable notice must be given when an employee is expected to report to the office. However, this does not apply to employees employed in a full-time remote capacity.

8.3 Remote workers must follow the work schedules provided to them from time to time, ensure that they meet deadlines, and uphold high-quality standards in line with their role's performance requirements.

8.4 Employees and line managers are encouraged to adhere to the NFVF's working hours policy in the HR Policy Manual.

8.5 When an employee is working remotely but away from their known place of residence, an alternative workplace must be communicated and agreed upon with their line manager. This ensures the safety of the remote worker and the NFVF's compliance with health and safety standards.

9. LEAVE

9.1 Annual leave will continue to accrue while employees work remotely, and remote workers can still apply for various types of leave in accordance with the existing leave policy.

9.2 When applying for leave, remote workers must follow the procedure set outlined in the NFVF's leave policy.

10. PERFORMANCE MANAGEMENT

10.1 The performance of remote worker's performance will be managed in accordance with the existing Performance Management Policy.

10.2 Performance discussions should continue to enable employees and line managers to manage and monitor each employee's contribution to agree upon goals.

10.3 Underperformance in meeting on the agreed upon goals may lead to a review of the remote working arrangement being reviewed.

11. RESPONSIBILITIES

11.1 A remote worker must:

- 11.1.1 Continue to complete all duties required under their contract of employment.
- 11.1.2 Communicate with their line manager and the department regularly using the agreed communication channels and continue to engage in online meetings.
- 11.1.3 Check-in with their line manager as agreed.
- 11.1.4 Respond to any correspondence from a co-worker or stakeholder punctually and according to set service level agreements where appropriate.
- 11.1.5 Communicate with their line manager and the team immediately if they are experiencing any communication or connectivity difficulties.
- 11.1.6 Utilise the approved remote accessing tools as prescribed by the NFVF for online meetings.
- 11.1.7 Abide by the IT policies to protect their equipment as well as to prevent system vulnerability.
- 11.1.8 Always maintain professional and productive conduct by displaying the NFVF values.
- 11.1.9 Confirm to their line manager that their home offices are reasonably safe.
- 11.1.10 Sign and complete any forms prescribed by the NFVF before commencing with remote working.
- 11.1.11 Ensure that they are contactable during working hours on their mobile phones and prescribed NFVF online platforms. Employees must ensure that their mobiles are always in working order.
- 11.1.12 Adhere to all NFVF policies, practices, and procedures.

11.2 When an employee is working remotely but away from their known place of residence, an alternative workplace must be communicated and agreed upon with their line manager. This ensures the safety of the remote worker and the NFVF's compliance with health and safety standards.

11.3 Successful and effective remote working relies heavily on clear communication between all parties. Managers must ensure that remote workers are aware of:

11.3.1. The turnaround time for responding to emails from colleagues and stakeholders.

11.3.2. When one-on-one meetings will be held.

11.3.3. When team meetings will be held.

11.3.4. How often they should check in with the line manager.

11.3.5. Which channels they should be collaborating with others.

11.4 Line Manager must:

11.4.1 Discuss and agree on a preferred working pattern, taking into consideration the needs of the team and the institution.

11.4.2 Clearly specify the expected outputs and how they will be measured.

11.4.3 Implement effective control mechanisms to make sure work output is tracked, and performance is managed effectively.

11.4.4 Maintain professional and productive conduct and always display the NFVF values.

11.4.5 Ensure regular performance dialogues continue.

11.5 If the remote workers' circumstances or performance change, the line manager has the discretion to retract or withdraw the consent to work remotely.

12. IT EQUIPMENT AND ACCESS

12.1 EQUIPMENT

12.1.1 The NFVF will determine, on a case-by-case basis, with information supplied by the employee and the line manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The NFVF may procure the required equipment to enable the employee to work effectively remotely. The purchase of equipment is subject to NFVF management approval.

12.1.2 The NFVF does not accept any responsibility for damages or repairs to employee-owned equipment.

12.1.3 The NFVF reserves the right to make determinations as to the appropriate equipment for remote working. These determinations are subject to change at any time.

12.1.4 Equipment supplied by the NFVF is to be used for business purposes only.

12.1.5 The remote worker must complete an inventory of all NFVF property received and must agree to take appropriate action to protect the items from damage or theft.

12.1.6 Any person other than the employee is not allowed to use NFVF equipment for any purposes.

12.1.7 The line manager shall have a discretion for the removal of office furniture from the NFVF office to assist an employee working remotely, after considering all applicable policies.

12.2 Mobile Data, Dongle, and Sim Card

12.2.1 The NFVF will provide a remote worker with a mobile data card with limited sponsored data. The amount of sponsored data will be determined by management from time to time. Any data required over and above this limit will be subject to management approval.

12.2.2 The supplied mobile data card/dongle may only be used in the NFVF's supplied PC/laptop.

12.2.3 The remote worker may request any data usage reports from the IT department by email.

12.2.4 The removal of the sim card for insertion and use in another device is prohibited.

12.2.5 Data from the NFVF supplied data card or modem is solely for work purposes.

12.2.6 A remote worker may not use the NFVF's bandwidth for any other purpose other than work, and it may not be used in any device other than what it was issued for

12.2.7 Remote workers must ensure that they disconnect their mobile data cards when not in use, to save on data and associated costs.

12.3 Home connectivity

12.3.1 A remote worker with uncapped Fibre / ADSL home connectivity is encouraged to connect to the NFVF's network via a secure Virtual Private Network (VPN), such as Forti Client. This will enable employees to connect safely and securely to the NFVF drives.

12.3.2 The minimum requirement for home connectivity is 10mbps download and upload line for fixed-line connectivity and LTE (4G) or (5G) signal for mobile connectivity.

12.3.3 Employees may not use public access connections to connect remotely, as free WIFI is not secure.

12.4 Virtual Private Network (VPN)

12.4.1 Employees must maintain confidentiality over NFVF information to ensure data security.

12.4.2 Employees will be given access to a Virtual Private Network to secure connections with NFVF servers and networks.

12.4.3 Employees need to connect to the network regularly to receive the required security updates to their equipment. This is to ensure that the NFVF IT Department can keep employees' software safe from virus attacks.

12.5 Connectivity and Allowances

12.5.1 Only NFVF owned equipment may be used to connect to the NFVF network.

12.5.2 Remote workers using home connectivity and whose use is more than 30GB per month are encouraged to enter into a fixed connectivity contract with a service provider in their personal capacity.

12.5.3 The NFVF will provide a connectivity allowance for qualifying employees as determined by Management. Eligibility will be determined by each business unit and approved by NFVF management.

12.5.4 Business units can agree to provide employees with a once-off allowance to purchase office requirements related to their home office setup. This amount will be determined as part of the employee benefit suite and based on operational role requirements.

12.5.5 Employees may use the allowance to purchase any necessary equipment such as UPS devices, printers, desks, installation of fibre connectivity (excluding monthly subscription fee), etc.

12.5.6 Office equipment provided by the NFVF as the employer, e.g. laptops, desktops, chairs, remains the NFVF's property and needs to be returned upon employment termination.

12.5.7 Any physical changes to home-based offices e.g. renovations to accommodate home offices, will not be covered by the NFVF.

12.5.8 The existing cell phone allowance policy remains in place; however, given the change in work and overall connectivity, employees working remotely may be given an allowance that will cater to their telephonic needs. This is subject to NFVF management approval.

12.6 Lost, Stolen, or damaged equipment

12.6.1 It is the employee's responsibility to protect NFVF equipment in their custody.

12.6.2 Lost, stolen or damaged equipment need to be reported to the NFVF IT department immediately.

12.6.3 In the event of theft or unlawful damage by a third party, a criminal case must be reported to the South African Police Services, and the NFVF must be provided with the allocated case number.

12.6.4 The employee will be held responsible for any loss or damage that is due to the employee's negligence.

12.7 Work data on work on computers

12.7.1 Information and data remain the property of the NFVF, its clients or stakeholders, and may not be stored on any equipment that the NFVF does not own. This includes cloud storage options.

12.7.2 Employees can use online storage such as NFVF account enabled OneDrive, Microsoft Teams and SharePoint to share data with colleagues.

12.7.3 Employees must use the share-drive on the NFVF network when sharing data with colleagues.

12.7.4 Employees must ensure that their data is backed up on their personal share drive on the NFVF network.

12.7.5 The downloading and installation of illegal copies of software is strictly prohibited.

12.8 Remuneration and benefits

12.8.1. Employees' remuneration and benefits as per the employment contract will remain unchanged while working remotely unless a change is necessary due to operational or financial requirements.

12.8.2. Proper consultation processes will precede all changes regarding remuneration and benefits.

12.8.3. The employment contract will set out the remuneration agreement for employees employed in a full-time remote capacity.

13. TERMINATION OF EMPLOYMENT

At employment termination, all NFVF equipment must be returned to the NFVF. The necessary arrangements must be made with the line manager, IT and Human Resources, to ensure such property's timeous return.

14. POLICY COMPLIANCE

- 14.1 A remote worker will remain subject to all NFVF policies, processes, and procedures.
- 14.2 The NFVF considers non-compliance with this Policy as misconduct, and the remote worker may be subjected to disciplinary measures under the NFVF's disciplinary procedure.
- 14.3 In addition, non-compliance may lead to the line manager revoking the working remotely arrangement.
- 14.4 For employees appointed in a full-time remote working capacity, noncompliance may lead to implementing a performance improvement and management process as per the existing performance management framework. Additionally, the employee may be subjected to the appropriate disciplinary measures under the NFVF's disciplinary procedure.
- 14.5 All disputes arising from the interpretation or implantation of this policy must be dealt with per the NFVF's grievance procedure.

15. REVIEW

The NFVF Council will review this Policy every 3 (three years) months but may make amendments where and when necessary, in the interim. This is to enable the NFVF to consider learnings made and the changes in market conditions.