

Commencement Date 24 July 2017

Review Date The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

The Office of the Auditor-General (OAG) as an employer supports and promotes a healthy work environment for its staff. OAG believes that team is an important, dynamic unit working together to achieve success in accomplishing its organizational goals.

2 Scope

This policy will enable participants to learn the essential elements of team effectiveness and assess the organization's capacity, to understand current team leadership strengths and areas for development.

3 Objective(s)

To develop a high performance team by encouraging shared commitment and responsibility towards common goals, purpose, values and norms.

4 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

Policy Maker Auditor General

Management Approval of Auditor-General or Deputy Auditor

5 Supporting Documents/References

Policy Development Framework

6 Key Words

Healthy Work Environment

Recreational activities

7 Supporting Procedures and Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation, Monitoring and Evaluation	Directors or Heads of Department
Compliance	All staff
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy



ANNEXURE 1

The OAG Team Building Policy and the activities are clarified below and it is encouraged that staff participate at team level as well as at organizational level:

1.0 Activities

- 1.1 **Team Building Activity-** Groups be allowed once every fortnight to organize a physical activity for team building. It is recommended that staff utilize one hour from the normal working hour every fortnight for such activity. In addition to team building, such physical activities such as physical exercise and sports also contribute to improving fitness and good health. These can be once every fortnight, with a total of 26 activities per year.
- 1.2 **AG's Talonoa Session-** Informal talonoa session should also be held occasionally to allow open informal discussion with AG. This could be incorporated with indoor games like carom board, board games and dart etc.
- 1.3 **Celebrate Success and Mark important Awareness campaigns-** "What goes around comes around" If we have gratitude and celebrate successes we will create and become more aware and have a positive attitude towards becoming successful. It is also good to observe important events such as Women's Day, Fiji Day, Cancer Awareness, Easter, Eid and Diwali.
- 1.4 **Community Work-** OAG to participate in the Community based work at least once a year. This could be ranged from foreshore clean up and assisting various homes such as old peoples home, Fiji school of blind, Hilton Special School or participating in fundraising events like Morning Tea and Wheel barrow race etc.
- 1.5 **Family Fun Day-** Arrange an annual family fun day and encourage employees to bring along their spouses and children. It can be a welcomed break from the daily work-related pressures and can help staffs to interact, bond, and get to know each other better.
- 1.6 **Corporate Culture-** Enhance the corporate culture whereby the decisions are guided by policies which is applied equally and fairly. Workplace environment, set up and facilities are improved and benchmark to corporate standard.
- 1.7 **Support National Teams/ Major International Events-** Flexibility allowed to watch live TV coverage and promote inter group competition through adopting a team for events such as World Cups.
- 1.8 **Empower Group/ Teams-** Each team and groups to be empowered to support the team building exercise within the team and group. Some of the ways in could be promoted is celebrating the promotion, meeting deadlines, going for a lunch or coffee break. New team building ideas should be considered in line with existing office policies.

2.0 Rationale

- Improved staff working relationship
- Aligned goals
- Healthy and physically fit workforce
- Sense of patriotism in the staff members

- Staff feel empowered and motivated
- Culturally diverse and respected work environment
- Meet the Social Corporate Responsibilities and set examples
- Staffs and family members recognized for their contribution
- Break the barriers and improve Staff Perception

3.0 Budget for Team Building

Management will decide on the budget amount to be allocated for team building activities every year.

8 Monitoring

The Directors will monitor the team building activities & utilization of budget allocated for each teams.

Teams will capture photographs and other details for each team building activity and will submit this to Senior Administrative Officer Human Resource, OHS & Communications for the quarterly newsletter.

9 Monitoring & Implementation

To ensure effectiveness of this policy it will be reviewed on an annual basis. Taking into account any challenges to the policy and any changes to legislation and national guidance.

10 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

11 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General.

12 Approval

The team building policy becomes effective on the date approved by the Management Committee.

13 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	24 July 2017
Policy to be reviewed by:	24 July 2018
Manager responsible for policy:	Manager Corporate Services

