This Code of Conduct has been approved by the South African National Parks and is applicable to all employees and residents of the Kruger National Park and associated contractual parks.
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Acronyms and Abbreviations

CE  Chief Executive
CITES  Convention on Trade in Endangered Species of Fauna and Flora
DCA’s  Damage Causing Animals
DEAT  Department of Environmental Affairs and Tourism
DWAF  Department of Water Affairs and Forestry
GLTP  Greater Limpopo Transfrontier Park
HOD  Head of Department
IUCN  World Conservation Union
KNP  Kruger National Park
KNP EXCO  Kruger National Park Executive Management Committee
Park  Kruger National Park
PA’s  Protected Areas
PAA  National Environmental Management: Protected Areas Act 57 of 2003, as well as National Environmental Management: Protected Areas Amendment Act 31 of 2004
PaC  People and Conservation
SANParks  South African National Parks
TPC’s  Thresholds of Potential Concern
V-STEEO  Values-Social, Technological, Environmental, Economic, Political
Foreword

The Kruger National Park is a unique geographic area with a character all of its own. It is an icon of conservation in South Africa and the whole world.

This magnificent Park is one of South Africa’s prime tourism destinations. It is therefore incumbent upon all who live in this Park and the esteemed visitors to ensure that its uniqueness is maintained. The only way in which all of us can ensure that the unique selling features of this haven of conservation are preserved for generations to come, is by observing and living by this Code of Conduct.

The Code of Conduct is geared towards ensuring that there is minimum interference with the ecosystem that characterizes the KNP. Adherence to the Code of Conduct, by all the employees and visitors to the Park, will enable us as the custodians of Biodiversity Management to execute our duties in a responsible manner.

This Code of Conduct is meant to be the instrument that regulates behaviour of all those who work and visit the Park. Through this Code of Conduct we hope that our conservation strategies will bear fruit. Adherence to this Code of Conduct will make it easier for us to do our job well and will ensure that the KNP remains in the forefront of Biodiversity Management.

You are therefore requested to study this document carefully, complete and sign the attached letter of acknowledgement and return it to the Human Resources office.

This Code of Conduct is subject to further change and additions, and will be issued to all new employees, concessionaires as well as permanent residents of other organisations and departments.

DR I B MKHIZE
EXECUTIVE DIRECTOR
KRUGER NATIONAL PARK
A. General Information

Welcome to the KNP and welcome to Skukuza, if you will be living in the Staff Village in Skukuza! We hope you will enjoy your stay in this unique little village. This general information is provided mainly to orientate new residents in Skukuza, but it will also be useful for old-timers. If you need more information you will need to read the rest of this Code of Conduct.

Skukuza is the administrative hub of the KNP. Included in this general information are helpful tips and rules to keep you abreast of how things operate here. The Code of Conduct which you will receive from the Human Resources Department when you arrive contains important information which you need to read carefully. It is a comprehensive document with regard to what is allowed and what not.

The Administrator: Housing and Recreation is in charge of the Staff Village housing and recreation. His duties include allocation of houses, maintenance of open areas in and around the Staff Village, maintaining and organising the recreational and sporting facilities. Should you have any queries relating to the Staff Village, domestic workers or any general queries, do not hesitate to phone the Administrator during office hours on 735 4339.

1. Alien Plants and Gardening

There is a zero tolerance policy on invasive alien plants in the Park. This is mainly due to the need to spend huge amounts of money annually to control and eradicate invasive and water dependant plants, many of which escaped from gardens. Before you move into your house, the Alien Biota Control Section of Conservation Services will have removed all plants that are a threat to the biodiversity within Kruger. Before spending time and money on your garden, clarify which are suitable plants or trees to plant by phoning the Alien Biota Control Section on 735 4114 or 735 4102.

1.1 Skukuza Nursery

A trip to the Skukuza Nursery, which stocks mostly indigenous plants and trees, will ensure that you have the correct plants in your garden. You get a staff discount on some of the plants. Entrance can be gained from the back of the Nursery, at the corner of Nyala and Impala streets.
1.2  **Tree Removal**
You are not permitted to remove any tree without permission and approval from Conservation Services. Should you have a dead tree or one that is causing a problem, send an e-mail to the Secretary of the HOD: Conservation Services who will ensure that it is referred to the appropriate person(s).

2.  **Garden Watering**
Watering of your garden is only permitted on certain days and between certain hours. The regulations will differ from time to time and will be communicated by means of a Lesedi to all residents. This is strictly enforced due to the pressure on our river systems. Watering outside of these hours will lead to a fine or disciplinary activity.

There are two types of water supplied to a house. Water inside the house is suitable for drinking and bathing. Water at the garden taps is unpurified water and should not be consumed or used for anything other than watering the plants or washing cars. Water and electricity is charged at a nominal rate and deducted from the employee’s monthly salary. The Water Committee may from time to time impose additional water restrictions in drought conditions.

3.  **Dangerous Animals**
The Staff Village is not fenced and therefore wild animals can roam freely through the village at any time of the day or night. Each house is fenced to prevent animals entering the property but this is more a deterrent than an obstacle. Please be aware that there is always a potential risk to yourself and your children when it comes to wild animals.

As time passes you will start to understand which animals need to be avoided (e.g. buffalos, elephants and hippos in the village). This risk also poses problems for children who play in and around the village during the day. While it doesn’t mean we have to keep our child(ren) inside the house or on the property, it does mean that we should at all times maintain a healthy respect and keep a safe distance from any wild animal found in the village. These animals are seen more regularly within the village.
during the winter months, when water is in short supply. Make sure that no one is moving around outside the yard fences after dark.

In the past there have been incidents of baboons and monkeys entering houses, especially the kitchen, in search of food. This can result in significant amounts of mess and damage to property. Therefore it is suggested that all windows and doors are closed if the property is left unattended.

Gates must be closed at dusk to keep out hyenas and other animals. Gates found left open after dark would entail the occupant being fined.

4. **Medical Doctors**

There are 2 medical doctors permanently stationed in Skukuza. The consultation rooms are at the end of Hippo Street.

- Rossouw Ferreira  735 5638 (also after hours) (home) 735 5587
- Pieter Odendaal  735 5638 (also after hours) (home) 735 5586
- Emergency Number  082 658 3008 or 082 557 9210 (when there is a power failure)

Consultation hours:
- Monday - Friday  07:30 – 12:00 and 14:00 – 16:00
- Saturday  07:30 – 11:00
- Sunday  The doctors can be contacted for emergency cases at the numbers quoted above.

5. **Beautician**

For all your beauty treatment requirements, phone Lorraine Pienaar on 735 5054.

6. **Domestic and Garden Workers**

If you are looking for a domestic worker or gardener, it is suggested that you obtain references, either written or from verbal recommendation(s). People employed by you to work at your house, whether it is on a full-time or part-time basis will need a personnel card and a letter of employment. Should you employ a domestic worker, be it part-time or full-time, they must be housed in the outside room situated on most properties. Only under exceptional circumstances are domestic workers housed in the Living Quarters, which should be organised through the Administrator: Housing and Recreation (735 4339).
The Department of Labour brought in a new law for domestic workers called the Sectoral Determination for the Domestic Worker Sector Act, which came into effect on 1 September 2002. Employers are required to pay the prescribed minimum wage as from 1 November 2002. The sectoral determination lays down conditions of employment for domestic workers such as hours of work, leave, particulars of employment and termination of employment.

You can phone the Labour Relations Officer at 735 4216 should you have any questions or queries relating to the new law. The Labour Inspector from The Department of Labour, Nelspruit will come to Skukuza when required, to clarify any unfair labour practises or labour discrepancies. The complaint must be laid within 30 days of any incident pertaining to employer or employee. Should you have any questions or queries relating to domestic workers or gardeners, then you can phone the Administrator: Housing and Recreation on 735 4339.

7. **Garbage**

Garbage removal is done on Tuesday and Friday mornings only. Disposal of household rubbish in the skips situated around the village is not permitted. *The skips are for garden refuge only.* It is suggested that your rubbish bags are placed in the garbage bin provided or up high so that warthogs and other animals don't find and demolish your garbage, before the removal guys arrive!

If you have some large items of rubbish to be removed, e.g. boxes from moving, broken glass, or items too large for the normal tractor to take, contact Maintenance (Tel 735 4222) and they will organise someone to come and collect it.

8. **Maintenance**

Tel: 735 4222. This number is for all maintenance requests for the staff houses. Requests can range from problems with your gas stove, broken windows, electrical or plumbing problems, ripped mosquito screens and for any general repairs that are required to the house you reside in.

9. **Malaria**

As there are various strains of malaria appearing all the time, it is suggested that you speak to a local doctor about malaria in Kruger. Ensure that you clarify with the doctor the symptoms for malaria and the necessary action required. Mosquitoes are more common during the summer months when it rains and are most active at dusk and dawn, therefore applying insect repellent (for example, Peaceful Sleep or Tabard)
whilst outside during these times is essential. Concentrate around the exposed areas of skin, in particular the ankles, where they are known to bite. Keep gauze of windows and doors in good condition and closed.

10. **Permits for Staff and their Families**

The family member employed by SANParks as well as his/her immediate family will, on application from Protection Services, receive a Koedoekop as well as an identification card. You will need your ID book and two passport photos, as well as copies of the vehicle registration certificate. The Koedoekop is a sticker displayed on the windscreen of the vehicle(s) driven by the employee and his/her immediate family. The sticker and ID card allow the employee and the family members (living in the Park) access into and out of the Park. During normal hours this will apply to all entry gates in the Park, after hours it only applies to the Kruger Gate and the road between this gate and the Staff Village. The Koedoekop also allows after hours access to the tourist camp, up to 22:00.

11. **Power Failures**

Skukuza has occasional power failures. These occur usually during storms but sometimes without any warning during the day or night. It is suggested that you keep a torch, candles and matches in an accessible place for these eventualities. You will note that your stove/oven is gas, which allows for uninterrupted cooking during these times. In most cases the power is restored within a few minutes from the back-up generator.

12. **Religion**

12.1 **NG Kerk**

Carl Louwrens - Telephone  735 5424 (home/office) or 082 923 7452
Afrikaans sermon
Sunday at 08:30

12.2 **Skukuza Christian Church**

Vusi Mngomezulu – 072 333 2051
Shangaan and English
Sunday at 11:00 at the Skukuza church

12.3 **Friends in Christ Church**

Contact person – Guin Zambatis – 735 5438
English (interdenominational service)
Sunday at 17:00 at the NG Kerk (contact Guin Zambatis or Sharon English - 013 735 5962- to confirm)

12.4 Omgeegroep (Care Group)
Wednesday mornings at Monika Benecke’s house – 735 5233
The mornings are for creative and social get togethers, with occasional talks by interesting people from outside KNP

12.5 Pro Vita Club
For primary school children
Wednesday 16:15 – 17:00
For more information phone Leonie du Plessis 735 5327

13. Schools

13.1 Skukuza Pre-Primary / Kleuter School and Ndlovane Crèche
Tel: 735 5108
Mon - Fri 07:00 – 13:00 (half day)
07:00 – 16:00 (full day)

Ndlovane Crèche
Tel: 735 5183
Ages 0-3
Mon – Fri 07:00 – 16:00
NB: drop off for the Pre-Primary and Crèche is from 06:30

13.2 Skukuza Laerskool / Primary School
Tel: 735 5604
Monday – Friday 07:00 - 11:45 (Grade 1)
07:00 - 12:45 (Grade 2 - 7)
Jannie Geldenhuys - Principal
Sharon English – Secretary

14. Safety and Discipline
In the instance of unacceptable noise after 10:00 at night, from rowdy neighbours for example, or in the case of a dangerous animal in your garden (especially after dark!) you should phone the Section Ranger:
Jazz Nariandas – 084 700 1489
The SAPS (Police) telephone number is **735 5601** and should be used in criminal disturbances ONLY.

15. **Shops**

15.1 **Staff Shop**
- Run by Tigers Eye concession (situated near the swimming pool)
- Tel: 735 5332
- Monday – Friday 08:30 – 18:00
- Saturday 08:00 – 18:00
- Sunday 08:00 – 13:00

15.2 **Tourist/Camp Shop**
- Run by Tigers Eye concession (situated in the tourist/rest camp)
- Tel: 735 4126/735 4290
- Monday – Sunday 07:00 - 19:00
- An excellent map of the KNP can be obtained from the tourist/camp shop. It is packed with invaluable information on the Park, including the numerous camps, picnic spots and viewing sites throughout the Park.

16. **Sports and Social**

Being so remote, don’t despair if you do not feel like cooking, there are three (3) options of places to eat at in Skukuza:

16.1 **Selati Restaurant**
- Run by a concession
- Tel: 735 4195 or 735 4197
- This is run more along the lines of pub grub and is for casual meals

16.2 **Restaurant in Skukuza Rest (Tourist) Camp**
- Run by a concession
- Tel: 735 4156
- This is slightly more formal than the Selati and has a comprehensive smorgasbord

16.3 **Golf Club**
- You can become a **Full Golfing Member or a Social Member**
- For fees and other detail please contact the golf club at Tel 735 5543
16.4 Gym

The gym is open to all staff and family members within KNP. You are required to join the gym at the fees quoted to allow access to the aerobics classes held on Monday, Wednesday and Thursday from 17:00 to 18:00.

Temporary visitors to the Park, who would like to use the gym facilities, can do so at reduced fees, which entitle them to one month’s temporary membership.

For further information on the gym contact Sarlette Coetzer on 082 463 0721.
For further information on aerobics classes contact Sarlette Coetzer on 082 463 0721.

16.5 Library

The library, situated opposite the staff shop, is open on Mondays and Wednesdays from 16:30 to 17:30. It is run by Maritha Oosthuizen and she can be contacted on 082 927 0461 for further details.

16.6 Pottery

This is run by Minda Schraader on Monday and Tuesday. You pay per item that you paint. The pieces are already made and bisqued, all that is left is to put your artistic talents to the test. For further information contact Minda Schraader on 735 5529 (home).

16.7 Staff Pool in Skukuza

The pool, which is situated just behind the shop and tennis courts, is for all Kruger staff, their families and guests. Children MUST BE SUPERVISED at all times at the pool. Any concerns relating to the staff pool or surrounding areas can be directed to the Administrator: Housing and Recreation on 735 4339 (office hours). Please note that you are not permitted to swim in any of the pools situated in the rest camp or day visitors’ site. These are for tourists only.

16.8 Cricket

Skukuza has a social club for senior members and a school cricket team. For further details contact Frikkie Rossouw on 082 908 3056.

16.9 Fishing

Staff and families are able to fish in the KNP at specific sites. However, to do so legally, you must obtain a fishing permit from the local Section Ranger. Phone Jazz Nariandas on 084 700 1489 for further details about Skukuza sites, or your local Section Ranger.
16.10 Korfbal
For further details phone Johan Oosthuizen on 082 870 7482.

16.11 Marathon Club
Tel: 735 5354 (office hours). On the first Saturday in August every year, a half marathon (21 km) is run in Skukuza. Community involvement is appreciated on all levels. Should you want further details of local races or fellow running enthusiasts, you can contact Josie Knight on 082 926 9326.

16.12 Soccer
The Skukuza Soccer Club plays every Saturday and Sunday. Practise is Monday to Friday. For further details contact Simon Marutha.

16.13 Squash Club
For more information contact Simon Marutha.

16.14 Tennis
Social tennis is played on Monday and Thursday's from 17:00. Monday is played league, however Wednesday is more relaxed and informal. Membership fees are to be paid to the Committee and can be done so in quarterly instalments. For further details contact Moagi Keretetse on 735 4407.

16.15 Tree House
A tree house and picnic site is located along the Sabie River upstream from the Director's house and the Dingler Guest House. Strict rules apply as the previous tree house burnt down due to misconduct. Bookings can be made with Simon Marutha.

17. Other

17.1 Speed Limit
You will note that there are speed bumps in the Staff Villages (Skukuza and Phalaborwa) and speed signs throughout the Park. The speed limit within the Staff Villages is 30 km/h. There are numerous pedestrians and children cycling or playing, as well as wild animals, to warrant a slower pace.

17.2 Living Quarters
The Living Quarters is situated on the eastern side of the administration buildings. Please note that walking to and from the Living Quarters across the tourist road is not allowed. Follow the route past the Post Office and filling station.
17.3 **Places to stay within the Park**

There are a few places within the Park, not open to the general public, that staff and family are entitled to stay at. For further information to book somewhere for social gatherings or overnight stays, contact the Administrator: Housing and Recreation on 735 4339.

17.4 **Post Office**

There is a fully operational Post Office situated in the reception area of the tourist camp. All parcel, letter and post office requirements, including Lotto, can be done at this Post Office. Speak to the Post Master about obtaining a post box number.

Tel: 735 5103

Monday, Tuesday, Thursday and Friday 08:30 to 13:00 / 14:00 to 16:30

Wednesday 09:00 to 13:00 / 14:00 to 16:00

Saturday 08:00 to 12:00

17.5 **Banking**

The First National Bank is situated next door to the Post Office in the Reception area of the Tourist Camp. This bank offers foreign exchange and cash points. Banking at any other institution can be done at Hazyview, White River or Nelspruit. Speak to your bank about setting up your account to allow on-line banking. This will be possible once you have access to the Internet.

Tel: 735 5632

Monday to Friday 09:00 to 15:30

Saturday 08:30 to 11:00
B. Setting the Scene… What We Strive for

1. SANParks Vision

National Parks will be the pride and joy of all South Africans and of the world.

2. SANParks Mission

To develop and manage a system of National Parks that represents the biodiversity, landscapes, and associated heritage assets of South Africa for the sustainable use and benefit of all.

3. SANParks Value Proposition

To manage a system of National Parks that represents the biodiversity, landscape and associated heritage assets of South Africa providing visitors with access to value for money unique experiences delivered through operational excellence that is underpinned by authentic constituency building and corporate governance for the benefit of all stakeholders.

4. SANParks Corporate Values

a) We shall embrace, and be guided by environmental ethics in all we do
   • Practices for sustainable conservation of the environment, biodiversity and cultural resources
   • Protect and improve the quality and safety of the environment
   • Against pollution and irresponsible waste management

b) We shall promote transformation within, and outside of the organisation
   • Enhance participation of all South Africans in biodiversity management
   • Employment equity: Develop and retain a representative team
   • Broad-based Black Economic Empowerment: In line with the Sector’s Scorecard
   • Job creation and poverty relief

c) We shall strive for service excellence at all times
   • Knowing and understanding our customers’ needs
   • Treating all our customers as our priority
   • Consistency and reliability of service standards
   • Proactive and regular customer communication
• Value added products and services

d) **We shall act with professionalism at all times**
• Knowledge, skills and expertise
• Physical image and grooming
• Readiness and preparedness
• Commitment and pride in quality and timeous (urgency and speed) delivery
• Attitude and passion

e) **We shall adopt, and encourage initiative by all**
• Empowerment of employees
• Encourage innovation and creativity
• Encourage entrepreneurship
• “Leading” versus “following”

f) **We shall treat all our stakeholders with equity and justice**
• Equal treatment to all – no favouritism
• Fair consequence management – rewards and penalties
• Social, economic and environmental justice

g) **We shall exercise discipline at all times**
• Adherence to corporate governance and risk management framework
• Conscious control of our behaviour and actions – taking responsibility and accountability

h) **We shall show respect to all**
• Recognise and value the diversity of all people, their views and contributions
• Show consideration to communities and individuals from all cultural and social backgrounds

i) **We shall act with honesty and integrity**
• Truthful
• Trustworthy
• High moral principles

j) **We shall strive for transparency and open communication at all times**
• Share relevant information with all concerned without compromising on confidentiality where required
• Access and availability of information
• No “hidden agendas”

5. SANParks Biodiversity Values

a) We adopt a complex systems view of the world while striving to ensure the natural functioning and long term persistence of the ecosystems under our care.
• Biodiversity informs and constrains all aspects of SANParks operations.
• We ensure continuous learning by practising an adaptive approach to biodiversity research, monitoring and management.
• We are responsive to the impact of other (V-STEEP) systems on the biodiversity system.
• We are concerned, and responsible, for the implications of our biodiversity management decisions/actions, within and without a Park/SANParks, for other (V-STEEP) systems at local, regional and global levels.

b) We aim at persistent achievement of biodiversity representivity and complementarity to promote resilience and ensure ecosystem integrity.
• We treat all biodiversity elements (all species, ecosystems, processes, structural components, etc.) with equity.
• We manage in a bioregional context to promote connectivity across all landscape elements.
• We ensure representivity while accounting for uniqueness.
• The acquisition and restoration of land are guided by these values and principles.

c) We can intervene in ecosystems responsibly and sustainably, but we focus management on complementing natural processes under a “minimum interference” philosophy.
• Where anthropogenic influences warrant, interference, even severe interference, is acceptable for achieving our biodiversity custodianship mandate.
• A laissez faire approach may be used but it will be a conscious and informed choice.
• Biodiversity forms the basis of the ecosystem services that sustain the benefits that humans derive from conservation.
• Beneficiation of biodiversity assets/ecosystem services for human use and enjoyment is fully cognisant of the associated conversion natural capital and the potential for insidious impoverishment of genetic diversity and ecosystem integrity.

• We effectively measure our performance in biodiversity management.

d) We accept with humility the mandate of custodianship of biodiversity for future generations while recognising that both natural and social systems change over time.

e) We strive for continuous, and cooperative, improvement of public perception of our rationale for conservation practice and beneficiation of biodiversity/ecosystem services.

f) Biodiversity understanding and management must reflect the social imperatives (e.g. transformation, equity, efficiency, empowerment, growth) of an emerging African democracy.

6. Kruger National Park Mission

In keeping with the SANParks mission,

• To maintain biodiversity in all its natural facets and fluxes
• To provide for tourism and other human benefits, and build a strong constituency;
• To preserve as far as possible the wilderness and cultural resources associated with the Park
C. Introduction

1. General

This Code of Conduct serves as a guide to all persons living and working in the KNP including contractual national parks managed in accordance with the Protected Areas Act (PAA), unless otherwise stated. It is based on the values which we endorse as described in the previous section. It can also serve as an induction to new residents who are in the process of finding their feet in a new environment. It has been adopted by the Kruger National Park Executive Committee (KNP EXCO) to summarize the standards of business conduct that must guide our actions.

This Code of Conduct applies to all employees of SANParks as well as support entities and business partners (Concessionaires, SANDF, SAPS, corporate bank, Post Office, corporate vehicle rental company, etc.).

The KNP EXCO has issued this Code of Conduct to deter wrongdoing and to promote:

- Honest and ethical conduct
- Avoidance of conflicts of interest
- Accurate and timely disclosure in reports and documents
- Compliance with applicable legislation, rules and regulations
- The prompt internal reporting of any violations of this Code of Conduct to an appropriate person or person identified in the Code of Conduct
- Accountability for adherence to the Code of Conduct

This Code of Conduct provides guidance to you on your ethical and legal responsibilities. We expect all employees on all bands to comply with the Code of Conduct, and the KNP EXCO is committed to taking prompt and consistent action against violations of the Code of Conduct. Violation of the standards outlined in the Code of Conduct may be grounds for disciplinary action up to and including termination of employment in the case of SANParks employees, or to be expelled from the KNP in the case of other organisations. If you are aware of suspected misconduct, illegal activities, fraud and abuse of SANParks’ assets or violations of the standards outlined in the Code of Conduct you are responsible for reporting such matters.
Because rapid changes in our industry and regulatory environment constantly pose new ethical and legal considerations, no set of guidelines should be considered to be the absolute last word under all circumstances. This Code of Conduct will therefore be reviewed on a 5 yearly basis to ensure its contemporary status.

There will always be more "don'ts" than "do's" in any such Code of conduct, and although it may seem as if all these rules are placing unnecessary restrictions on you, it must always be remembered that the necessary restrictions are placed on us in order to live in a sustainable way so as not to impact on the environment of the KNP.

2. Basic Obligations

Under SANParks' ethical standards, we as employees share certain responsibilities. It is your responsibility to:

Become familiar with, and conduct SANParks business in compliance with applicable laws, rules and regulations and this Code of Conduct.

Treat all SANParks employees, customers and business partners in an honest and fair manner.

Avoid situations where your personal interests are, or appear to be, in conflict with that of SANParks interests.

Safeguard and properly use SANParks' proprietary and confidential information, assets and resources, as well as those of our customers and business partners.

Many of SANParks' policies prescribe in detail specific responsibilities and/or actions. Those polices should be separately consulted by you and are not incorporated by reference into this Code of Conduct. Please consult with Human Resources for copies of any polices that cannot be accessed through SANParks Intranet.

3. Kruger National Park and SANParks Core Business

Our core business can be summarised as follows:

The conservation of our natural heritage, including the biodiversity, wilderness qualities and cultural heritage associated with this protected area.

The provision of tourism and other human benefits for the enjoyment of our nation without compromising the natural integrity of the Park.

Building of a constituency that will support biodiversity and heritage conservation in the long-term.
The KNP should be “the pride and joy of all South Africans”, also for future generations. This objective can only be achieved if every official or individual working or living in the KNP, irrespective of Department, acknowledges and accepts nature conservation and basic hospitality responsibilities as their own duty.

An awareness of nature conservation is born out of respect and the correct attitude towards that which we are protecting. If it is your earnest desire to contribute towards this aim, then your conduct will be just as disciplined and well ordered as the natural phenomena that occur in the environment in which we live.

4. **Raising Concerns**

If you should learn of a potential or suspected violation of the Code of Conduct, you have an obligation to promptly report the violation. You may do so verbally or in writing and, if preferred, anonymously. You have several options for raising concerns:

Raise your concerns with your Manager.
Raise your concerns with your local Human Resources representative.
Raise your concerns with the Executive Director: KNP or SANParks Chief Executive.
Raise your concern with the Chairman of the Board.

5. **Policy against Retaliation**

SANParks prohibits any senior staff member or other employee from retaliating or taking adverse action against anyone for raising suspected conduct violations or helping to resolve a conduct concern.

If you were found to have engaged in retaliation against a SANParks employee for raising, in good faith, a conduct concern or for participating in the investigation of such a concern, you may be subject to discipline, up to and including termination of employment or expulsion from the KNP.

If you believe that you have been subjected to such retaliation, you are encouraged to report the situation as soon as possible to one of the people detailed in the "Raising Concerns" section above.
6. **Conflicts of Interest**

You should not engage in any activity, practice or act which conflicts with the best interests of SANParks or its customers. A conflict of interest occurs when you place or find yourself in a position where your private interests conflict with the best interests of SANParks or have an adverse affect on your motivation or the proper performance of your job. Examples of such conflicts could include, but are not limited to:

Accepting outside employment whilst in the service of SANParks and using SANParks time and equipment to generate an income from such employment.
Accepting outside employment with, or accepting personal payments from, any organisation which does business with SANParks or is a competitor of SANParks.
Accepting or giving gifts of more than modest value to or from vendors or clients of SANParks.
Competing with SANParks for the purchase or sale of property, services or other interests or taking personal advantage of an opportunity in which SANParks has an interest.
Employees or immediate family members who have a financial interest in a firm which does business with SANParks.
Having an interest in a transaction involving SANParks or a customer or business partner of SANParks.

You must not place yourself or remain in a position in which your private interests conflict with the interests of SANParks. If SANParks determines that your outside work interferes with performance or the ability to meet the requirements of SANParks, as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain employed by SANParks.

To protect both your and SANParks’ interests, any activity that involves potential or apparent conflict of interest may be undertaken only after you have disclosed that to SANParks and management have reviewed and approved it.

7. **Branding Policy**

SANParks has successfully developed its corporate identity, which must be reflected in all its Parks, including the KNP. SANParks’ corporate identity is represented by its logo which must consistently be displayed on stationery, corporate uniform, banners, public signage as well as promotional material.
SANParks also recognises the concept of leveraging the unique brand equities of its parks. Each park is encouraged to develop and promote its unique Park identity within the umbrella of SANParks’ corporate identity. Official documents must at all times reflect SANParks corporate logo, however promotional material or other marketing efforts can reflect individual park identity whilst it also seeks to promote SANParks brand.

When sections design their own identification insignia (e.g. Protection Services and Section Ranger badges and decals) these should at all times comply with the corporate branding policy.

8. Confidentiality Concerning Company Affairs

It is SANParks’ policy that business affairs of SANParks are confidential and should not be discussed with anyone outside the organisation except for information that has already been made available to the public.

No person may discuss any issues with the media unless properly authorised to do so by the Public Relations Department. This is a prerequisite and condition of employment.

9. Fair Dealing

You should endeavour to respect the rights of, and deal fairly with, our customers, suppliers, business partners and other employees. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair business practice.

10. Telecommunications

Telecommunications facilities such as telephone, cellular phone, facsimile, internet and e-mail are SANParks property. Use of these facilities imposes certain responsibilities and obligations on all employees. Usage must be ethical and honest with a view to preservation of and due respect for SANParks intellectual property, security systems, personal privacy, and freedom of others from intimidation, harassment, or unwanted annoyance.

In order to avoid violations, SANParks has established Telephone and Internet Usage policies and you are required to adhere to these policies.
11. **Accuracy of Company Records**

As a public organisation, we are required to record and publicly report all ecological aspects as well as internal and external financial records in compliance with the South African Public Finance Management Act 1 of 1999 (PFMA).

Therefore, you are responsible for ensuring the accuracy of all books and records within your control and complying with all SANParks policies and internal controls. All SANParks information must be reported accurately, whether in internal personnel, safety, or other records or in information we release to the public or file with government agencies.

12. **Compliance with all Laws, Rules and Regulations**

SANParks is committed to compliance with all laws, rules, and regulations of South Africa, as well as international conventions signed by the government (see section on Legal Context).

13. **Customers and Business Partners**

We strive to achieve satisfied customers who will visit the KNP again and again and be repeat users of our activities and services. We also strive to building mutually advantageous alliances with our business partners in light of the following:

Our long-term reputation and business viability depend upon our continued maintenance of the high quality of services we provide.

We are committed to delivering services that comply with the standards we set for ourselves and as presented to our customers.

Our policy is to build lasting relationships with our customers and business partners through superior service delivery.

Our policy also prohibits making false or deceptive statements about our customers or business partners and giving or accepting kickbacks, bribes, inappropriate gifts and other matters prohibited under the conflict of interest topic in this Code of Conduct.

14. **Health and Safety**

14.1 **General**

SANParks is committed to making the work environment safe, secure and healthy for its employees and others. SANParks complies with all applicable laws and regulations relating to safety and health in the workplace. We expect each of you to promote a positive working environment for all.
You are expected to consult and comply with all SANParks rules regarding workplace conduct and safety. You should immediately report any unsafe or hazardous conditions or materials, injuries, and accidents connected with our business and any activity that compromises SANParks security to your supervisor. You must not work under the influence of any substances that would impair the safety of others. All threats or acts of physical violence or intimidation are prohibited.

14.2 Respect for our Employees
SANParks' employment decisions will be based on reasons related to our business, such as job performance, individual skills and talents, and other related factors. SANParks policy requires adherence to all employment laws. In addition to any other requirements of applicable laws in a particular jurisdiction, SANParks policy prohibits discrimination in any aspect of employment based on race, colour, religion, gender, national origin, disability or age, within the meaning of applicable laws.

14.3 Violence
No physical violence of any kind between employees of SANParks will be tolerated. Staff that is compelled to carry firearms in the line of their duty must ensure that these weapons are at all times completely under the control of the responsible person, and may never be used in any violence. For dealing with firearms, please see the Firearm Management Policy.

14.4 Discrimination and Abusive or Harassing Conduct
SANParks policy prohibits abusive or harassing conduct by our employees towards others, such as unwelcome sexual advances, comments based on ethnicity, religion or race, or other non-business, personal comments or conduct that make others uncomfortable in their employment with us. We encourage and expect you to report harassment or other inappropriate conduct as soon as it occurs.

14.5 Privacy
SANParks, as well as companies and individuals authorized by SANParks, collect and maintain personal information that relates to your employment, including compensation, medical and benefit information. SANParks follows procedures to protect information wherever it is stored or processed, and access to your personal information is restricted.

Your personal information will only be released to outside parties in accordance with SANParks' policies and applicable legal requirements. Employees who have access to
personal information must ensure that personal information is not disclosed in violation of SANParks’ policies or practices.

15. **Political Involvement and Involvement with Trade Unions**
SANParks undertake not to restrain any employee from voluntarily joining any political party or union of his/her choice. No employee will be victimised by SANParks by virtue of the fact that s/he is a union member or a member of any political party. This right is protected by the Constitution of South Africa.

16. **Waivers and Amendments**
Only the KNP Executive Committee may waive application of or amend any provision of this Code of Conduct. A request for such a waiver should be submitted in writing to the KNP Executive Committee, Attention: Personal Assistant to the Executive Director: KNP, for consideration. SANParks will promptly disclose to employees all substantive amendments to the Code of Conduct.

17. **No Rights Created**
This Code of Conduct is a statement of the fundamental principles and key policies and procedures that govern the conduct of our business. It is not intended to and does not, in any way, constitute an employment contract or an assurance of continued employment or create any rights in any employee, client, supplier or any other person or entity.
D. Legal Context

1. The Constitution of South Africa

   The Constitution of South Africa (Act 108 of 1996) states in Chapter 2 (The Bill of Rights) Section 24 that:

   Everyone has the right to:

   An environment that is not harmful to their health or well-being.

   Have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:

   - Prevent pollution and ecological degradation
   - Promote conservation
   - Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development

2. The Protected Areas Act and Regulations

   All residents of the KNP are subject to the Protected Areas Act and Regulations promulgated under Section 86(1) of this Act. The Protected Areas Act, in Section 52, also mandates SANParks to issue Internal Rules and states:

   “The management authority of a National Park … may, in accordance with prescribed norms and standards, make rules for the proper administration of the area.

   Rules:

   - Must be consistent with this Act and the management plan of the area.
   - Bind all persons in the area, including visitors
   - May, as a condition for entry, provide for the imposition of fines for breaches of the rules"

   This Code of Conduct constitutes such “internal rules” and residents of the KNP are therefore bound by law to abide by them. Please note that this Code of Conduct is a

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1 In this document the reference to the Protected Areas Act refers to the National Environment Management: Protected Areas Act 57 of 2003 as amended by the National Environment Management: Protected Areas Amendment Act 31 of 2004
legitimate document. The following is a condensed summary of the relevant provisions and regulations contained in the PAA that is relevant to KNP staff. The relevant acts can be found on the intranet at http://intranet/corporate/pol-proc/default.php and on the internet at www.sabinet.co.za.

No person (except an authorised SANParks staff member, official or an employee acting on authority of SANParks, if applicable, may:

a) Convey into or be in possession of any unsealed weapon, explosives, snares/traps or poison.
b) Hunt, or by any other means, deliberately or negligently kill, maim or disturb any animal.
c) Feed any animal.
d) Remove, damage or destroy a bird's nest or its eggs, or remove honey from a bee's nest.
e) Cause a veld fire or damage objects of geological, archaeological, historical, ethnological, educational importance.
f) Introduce or allow any non-indigenous animal to enter or allow domestic animals to wander freely in a National Park. An authorised official of SANParks may destroy any pet that is illegally brought into a National Park.
g) Remove a living or dead animal or part of an animal (unless it was legally brought into the National Park).
h) Remove, cut or damage a plant in the veld.
i) Remove seeds from a tree or any plant in the veld.
j) Spend a night in any other place in the National Park except in a rest camp or a private residence, without permission from SANParks.
k) Drive a vehicle without a valid driver's licence, or allow any other person not in possession of a valid driver's licence to do so.
l) Drive on prohibited roads.
m) Use a vehicle in a National Park that is not properly registered and licensed.
n) Use a vehicle in a National Park that is not roadworthy.
o) Damage SANParks property or endanger it in any way.
p) Make an unnecessary noise, or use a radio, tape or CD player or any instrument in such a way that it may cause an unnecessary disturbance to other people.
q) Throw away any article or litter of any description except in rubbish bins or containers that are provided by SANParks.
r) No person may remove sand, rocks, or firewood from the veld without permission from SANParks.
Furthermore

s) No person who is under the influence of liquor or drugs or any intoxicating substance may drive a vehicle in a National Park or sit in the driver's seat of a vehicle while the engine is running.

t) No negligent or reckless driving will be allowed in the Park.

u) Anyone driving a vehicle in the KNP must be considerate to other road users and animals on the road.

v) All persons within a National Park must adhere to all legitimate instructions issued by SANParks authority.

w) No person inside a National Park, without special permission from SANParks, may:
   i. Provide public entertainment or collect money from members of the public.
   ii. Dispense a burning object which could cause a fire hazard.
   iii. Engrave or affix a name, figure, symbol, mark or picture to a tree or object that is not his/her personal property.

3. Other Relevant Legal Documents

3.1 International and Regional

- Convention on Biological Diversity
- The Ramsar Convention (wetlands of international importance)
- The Bonn Convention (migratory species of wild animals)
- The World Heritage Convention
- The Convention on International Trade of Endangered Species of Fauna and Flora (CITES)

3.2 National

All National Acts are applicable but the following acts are highlighted due to its direct importance for our operations:

- The Constitution of South Africa Act 108 of 1996
- The National Environmental Management Act 107 of 1998 (NEMA)
- The National Environmental Management: Protected Areas Act 57 of 2003 (NEMPAA)
- The National Environmental Management: Biodiversity Act 10 of 2004 (NEMBA)
- Environmental Conservation Act 73 of 1989 (ECA) and associated regulations (to be replaced with regulations i.t.o. NEMA)
- Mountain Catchment Areas Act 63 of 1970
- National Heritage Resources Act 25 of 1999, and provincial regulations
- National Water Act 36 of 1998 (NWA)
- Conservation of Agricultural Resources Act 43 of 1993 (CARA)
- National Forest Act 84 of 1998
- Atmospheric Pollution Prevention Act 45 of 1965
- Restitution of Land Rights Act 22 of 1994
- Animal Diseases Act 35 of 1984
- State of Emergency Act 64 of 1997
- Liquor Act 59 of 2003
- Labour Relations Act 66 of 1995
- Sectoral Determination for the Domestic Worker Sector Act of 2002
- National Road Traffic Act 93 of 1996
- Occupational Health and Safety Act 85 of 1993
- Firearms Control Act 60 of 2000 (FACA)
- Advertising on Roads and Ribbon Development Act 21 of 1940
- Public Finance Management Act 1 of 1999 (PFMA)

3.3 **Provincial**

- The Provincial Spatial Development Framework (PSDF) in terms of the Municipal Systems Act 32 of 2000
- Spatial Development Frameworks (SDFs) including Environmental Management Frameworks (EMF’s) at municipal level, in terms of the Municipal Systems Act 32 of 2000

3.4 **Other relevant Bills, Strategies, Assessments and Initiatives**

- South Africa’s National Biodiversity Strategy and Action Plan (NBSAP, 2005)
- National Spatial Biodiversity Assessment (NSBA)
- UNESCO Biosphere Reserves (Kruger to Canyons)
- Mega-corridor initiatives (Kruger to Canyons and Great Limpopo Transfrontier Conservation Area)
- The settlement agreement between the Makuleke community and the South African National Parks, as well as any other similar agreements that may transpire.
E. General Rules and Regulations

1. Cultural Heritage

Antiquities or objects of historical or educational importance found by employees or officials while on duty or in any other capacity inside the boundaries of the National Park, are and remain the property of SANParks. These items are protected under the National Heritage Resource Act 25 of 1999 and must be left where they are found, with the locality of these items (preferably marked using a GPS) being passed on to the local Section Ranger as soon as possible. Employees retaining such articles or attempting to sell or remove them from the Park, are guilty of misappropriation of SANParks property and expose themselves to prosecution.

2. Firearms

All private firearms of residents of the KNP must be declared and registered with the Executive Director (Section 44 of the Regulations promulgated under Section 86(1) of the Protected Areas Act). All firearms (private and official) must be kept in a safe in line with the conditions of the Firearms Control Act 60 of 2000.

No residents of the KNP (other than those authorised to do so) may travel with a private firearm, other than when *en route* between their place of residence and an entrance/exit gate, or *en route* to or from an official shooting range of the KNP for which they have received the necessary authorisation to use. Private firearms may only be used for official purposes with written approval from the Executive Director or delegated person. It is important that appropriate calibre and standard of firearm be used for the task at hand.

Only authorized staff members (Rangers, Veterinary Wildlife Services and State Veterinarian staff) may use airguns and catapults in the line of duty.

3. Attendance of SANParks Official Operations

No unauthorised person may attend the execution of specific projects, for example culling, research activities or wildlife capture operations. Authorisation to attend such activities is obtained according to the delegation framework. This must be balanced with the need to retain transparency and safety.
4. **Photography and Information Propriety Rights**

No person may be accompanied by professional photographers (other than SANParks’ official photographers) on roads other than tourist roads, while carrying out official duties or travelling privately in the KNP, unless s/he is in possession of the necessary authorisation. Only photographers that are duly authorised by SANParks are allowed to photograph sensitive operations such as game capture or culling.
F. Pollution Control

1. The Use of Chemicals in the KNP

The KNP underwrites the effective management of chemicals and has a system in place to ensure Cradle-to-Grave Responsibility is implemented. The requirements of this system include:

- The assigning of authority and responsibility of all aspects of the life-cycle of chemicals.
- The development of a Strategy and Management Plan.
- Training and competency assessment of all relevant staff.
- Inspection and audits of the system.

All components of the life-cycle management of chemicals, including supplier evaluation, materials procurement, receiving, transport, handling, storage and disposal are managed according to all the requirements of a system to ensure legal compliance and compliance to South African National Standards (SANS).

A strategy to ensure the procurement of appropriate chemicals from a responsible company, the correct security controls within receiving, effective transport, handling and storage to prevent spillage and emergency events, effective training, inspections and audits has been drafted. The Technical Services procedure manual includes procedures that stipulate the safe handling and storage as required in the relevant SANS document.

The use of the correct chemicals in the KNP for the control of insects or invading plants is of critical importance to prevent pollution of the soil and waters of the Park and the resulting poisoning of fish, birds and other animals. To achieve this management is committed to put into practice a system to ensure that Cradle-to-Grave Responsibility is implemented. As far as SANParks operations are concerned there is a commitment to ensure the following assigning of authority and responsibility of all aspects of the life-cycle of chemicals, and the development of a strategy and management plan. This is to ensure:

- Procurement of appropriate chemicals from a responsible company
• The correct security controls with the receiving of chemicals
• Effective transport
• Handling and storage to prevent spillage and emergency events
• Training and competency assessment of all relevant staff
• Inspection and audits of the system

It is also necessary to have the support of residents of the KNP to ensure safe handling of chemicals and to prevent pollution of the ecosystem. Therefore certain conditions apply:

a) No foreign materials or liquids (such as old car oil) should be thrown down drains.
b) Only insecticides approved by SANParks (see policy on The Use of Chemicals in KNP), may be used within the boundaries of the KNP. These include Sevin (Karbaspray), Malathion or Direthrin.
c) Other organic phosphate compounds such as Metasystox, Rogor, Lebaycid and Kelthane may also be used for specific purposes provided the relevant prescriptions are carefully followed.
d) “Access” plant killer or any similar products (to be approved by the Department Conservation Services - Alien Biota Control Section) will be used for control of plant re-growth.
e) The use of all chlorinated hydrocarbon insecticides such as DDT, BHC, DIELDRIN, LINDANE, etc. on lawns, in houses, rest camps and other places in the Park, is strictly forbidden.
f) All insecticides and the provision thereof from warehouses and shops must be approved by the HOD: Conservation Services.

Residents of a National Park are expected to insist on environment friendly products and aerosol cans when purchasing domestic products from shops in the towns to bring into the KNP.

2. Litter Control

All residents of the KNP are expected to foster the correct and proper attitude towards the natural beauty of our National Park and to refrain from marring it by scattering litter such as beer cans, papers, garden refuse, construction waste, etc. It is the duty of every supervisor to draw the attention of all employees under his/her personal supervision to these matters. Littering will be viewed as a serious breach of conduct.

It is the duty of every resident of the Park to assist in the clearance of litter scattered by visitors and staff and to help keep the roads of the KNP free of litter.
G. Management of Animals

1. Damage Causing and Problem Animals

The killing of animals in National Parks is a sensitive and emotive issue and needs to be handled with great care. Therefore, the following conditions apply:

a) Animals may only be destroyed in certain instances (Refer to Damage Causing Animal Policy and other relevant policies) and if necessary, may only be destroyed by officials of SANParks that are authorised to do so. In most cases this can only be done by the relevant Section Ranger. Only if the relevant Section Ranger is not available can this function be fulfilled by another person delegated to do so by the relevant Section Ranger or the HOD: Conservation Services. The only exception of this rule is where human life is in danger.

b) Employees of SANParks other than Section Rangers and non-employees may only kill an animal in an emergency, to protect life and property, or when they are specifically authorised to do so. This is specifically relevant in the case of Guides who are mandated with the protection of guests when on trail or other activities. Although we respect life of animals, in this kind of situation human life is always more important than that of an animal.

c) Immediately after any incident, a report of all animals killed, as well as the reasons or circumstances pertaining to the incident, must be handed to the local Section Ranger, with a copy going to the Regional Ranger, Regional Manager and HOD: Conservation Services.

d) The following cases are examples where killing of an animal is allowed:

i. Any animal that is deformed or injured as a consequence of human activities (snares, fences, road hits, wounded, etc). Only animals that are seriously injured by human activity may be killed. Animals injured by predators or other natural means may not be killed.

ii. Dangerous animals that are a threat to human life and property.

iii. Animals that cause problems in staff houses, rest camps or picnic spots and which cannot be driven away by normal procedures. Putting down such animals must be regarded only as a last resort after all methods have been exhausted and facilities have been made impenetrable and as unattractive as possible.
2. Dangerous Animals

2.1 Treat Dangerous Animals with Respect

Although individual premises are fenced in the Skukuza and Phalaborwa Staff Villages as well as other homes in the KNP, it must be realised that the streets and the rest of the areas outside of these premises are not safe, and frequented by dangerous animals. These animals may be a danger to humans, especially after dark and certain precautions must be taken for your own safety. Animals such as lion or leopard can even climb over fences and certain venomous snakes are active at night. People should therefore use a torch when moving about in their gardens at night.

Staff members are cautioned NOT to entice any wild animal, no matter how big or small. Some wild animals may appear tame but could be quite dangerous when approached.

2.2 The Closing of Gates at Night

All gates must be closed between sunset and sunrise. SANParks accepts no responsibility for injury or deaths that may occur due to attacks by wild animals. Dangerous and other wild animals have already been killed on numerous occasions in the past after entering gardens where the gates were left open during the night. The killing of these animals was unnecessary and strict action will be taken against persons who leave their gates open at night.

We have to bear in mind that in the KNP the interests of wild animals are of paramount importance and people who fail to close their gates at night put both the animals' and their own lives at risk. Disciplinary action will be taken against staff members who leave their gates open and animals end up being shot.

No walking around at night is allowed. It is definitely not safe to be on foot outside of fenced areas after dark.

2.3 Duty of Parents regarding their Children

The Staff Villages are not fenced and it is the duty of every parent to see that their children are home by sunset and does not wander around outside enclosures.

2.4 Feeding of Animals

Feeding of animals is not allowed as this will create dangerous and damage causing animals (especially baboons, monkeys, warthogs and hyenas). Feeding of birds must be
done with caution as seed put out to attract birds can be a source of alien plants and will also attract baboons and monkeys.

3. **Bats**

Bats are unique and interesting animals that should not be destroyed unless all other options have been implemented. (Refer to Bat Management Guidelines). The following process should be followed:

Prevent bats from entering buildings by sealing off all units not already occupied by bats.

Evict bats from units they have already colonized by driving them out using chemical deterrents (as described in the Bat Management Guidelines).

Once all bats are removed from a unit and the entry points sealed, all roosting sites must be cleaned and disinfected and re-entry of bats must be prevented.

4. **Snakes**

Snakes that are a threat to humans must be removed live and released into the veld as far as possible.

a) Snakes may only be killed (as a last resort if removing it is too dangerous) in staff accommodation, living quarters or rest camps. Only after consultation with the local Section Ranger and permission is granted to do so, if practical or feasible, may a snake be killed.

b) The Mozambique spitting cobra or mfezi is the venomous snake that will be most regularly encountered and one of the few snakes that should cause concern around human habitation. They are attracted by the lizards, skinks, geckos and small rodents that live in and around houses. They are inherently nervous snakes that spit when provoked and will enter human dwellings.

c) No snake (poisonous or non-poisonous) may be killed in the veld. Residents in the Park who have to work in the veld are urged to learn to distinguish between poisonous and non-poisonous snakes in their own interest.

5. **Rodents**

Rats and mice occur naturally in the KNP and their numbers may explode after good conditions such as high rainfall. They will invariably enter tourist and staff accommodation. There are basically 2 ways of controlling rodents, namely mechanically and chemically (see Integrated Pest Management Plan for the KNP).
5.1 Mechanical Control

Sanitation is fundamental to rat control and must be continuous. If sanitation measures are not properly maintained, the benefits of other measures will be lost and rats will quickly return.

Ensure that all foodstuffs are out of reach of rodents. Good housekeeping in and around buildings will reduce available shelter and food sources for rats and mice.

The most successful and long lasting form of rat control in buildings is to “build them out”. Seal off cracks and openings in building foundations, and any openings for water pipes, electric wires, sewer pipes, drain spouts and vents.

Trapping is the most environmental friendly and effective way of controlling rats in and around homes. Traps can be used more than once therefore it is a cost effective but more labour-intensive method.

5.2 Chemical Control

While trapping is generally recommended for controlling rats indoors, it may be necessary to use toxic baits to achieve adequate control.

Only first generation toxic baits for rodents which contain active ingredients that work as an anticoagulant, causing death by internal bleeding may be used. Most anticoagulant baits have been considered as relatively safe baits to use, as only the target animal will be killed.

Any lethal rodent poisons that contain a single feed, second generation poison that will result in death to anything that eats the poison directly from the baits, or indirectly, by eating the dead rodents (e.g. predators including owls, genets etc.) are prohibited for use in a National Park.

6. Other Pests

For the control of cockroaches, ants, fish moths, bedbugs, termites, bees and spiders, see Integrated Pest Management Plan for the KNP.
H. Management of Plants

1. Indigenous Plants

No dead or living indigenous plant may be damaged, cut down or removed without permission (see Damage Causing Plants). Indigenous plants for cultivation in gardens and rest camps are available on request from the Nursery. No plants are to be removed from the veld unless this is linked to a specific project and the necessary approval for that has been granted by the HOD: Conservation Services.

2. Damage Causing Plants

Where plants grow near buildings and other infrastructure and start to impact on such infrastructure, it may become necessary to trim them or cut them down to prevent injury/death or protect infrastructure from damage. This is applicable for live trees as well as dead ones that may fall down and cause death, injury or damage to property.

The following process must be followed in applying to cut down trees of this nature in residential areas:

Apply to your local Section Ranger, who will inspect the relevant tree or other plant. Using the following criteria the Section Ranger can either decide to approve the application for cutting down or send a recommendation to the HOD: Conservation Services for a final decision:

a) Is the tree alien? If yes, cut down.

b) Is it dead? If yes and not a Leadwood tree, cut down.

c) What age is the tree? (Trunk less than 20 cm diameter = "no problem"; trunk 20-50 cm diameter = "depending on seriousness of problem"; more than 50 cm diameter = "no ways, unless it is a real serious problem that cannot be solved in another way").

d) Does it seriously threaten lives or infrastructure? If yes cut down (this does not apply to sausage trees with fruit – the fruit need to be removed from the tree on an annual basis).

e) Is it an important shade tree? If yes, special efforts should be put in place to save it.

f) If planted and indigenous to South Africa, does it occur in the KNP naturally? If this plant does not naturally occur in the KNP the decision to cut it down is easier to
make.

g) If planted, does it occur naturally in the particular area of the KNP? E.g. mopane trees in Skukuza should not be a problem to cut down.

h) Is it a protected or Red Data species? If yes, all efforts should be made to save it.

Often, when trees grow close to infrastructure but there is still adequate space between building and tree, the problem can be solved by trimming branches or roots. Large trees usually have some dead branches lower down. These should be removed before they fall on people/cars. Leaves on roofs are a common site in residential areas because people have, over the years, planted trees to provide shade during the hot summer months. This is not a reason to cut down a tree. We all have a responsibility, according to our house rental contracts, to clean gutters and roofs regularly.

3. **Provision of Plants from the Skukuza Nursery**

3.1 **General**

The primary function of the Skukuza Nursery is to cultivate indigenous trees, shrubs and flowers for the decoration of the rest camps and to sell to the public. Plants will also be available, at a special rate, to staff members for their gardens (see Tariff Document). Please note that certain rare plant species cannot be supplied at the reduced rate. Plants bought by staff members, are only for their own gardens and not for friends or family.

Only officials and personnel instructed to do so may gather seed in the veld for use in the Nursery and only after having consulted the relevant Section Ranger. Nursery personnel can be contacted directly in this regard.

All *bona fide* requests for the donation of indigenous plants from the Nursery to outside organisations must be directed to the Executive Director: KNP, who will, in consultation with the Manager of the Nursery, make a decision.

In residential areas where many alien plants have been removed from the garden, the residents will be allowed to acquire replacing indigenous plants from the nursery. The cost will be for the account of Conservation Services. Enquiries can be made at the Alien Biota Control Officer.
3.2 Cycads

Cycads are also for sale at the Nursery. Private ownership of indigenous cycads, without the appropriate permits issued under the Provincial Conservation Ordinances (Mpumalanga or Limpopo), is illegal. Persons bringing cycads into the KNP without the necessary permits, will not be allowed to take these plants out of the Park again as all cycads, with the exception of those legally owned by employees, will be considered the property of SANParks. To remove cycads from the Park, for whatever reason, without the necessary permits, will not only lead to prosecution by the Provincial Conservation authorities, but also by SANParks for theft of SANParks property.

The illegal dealing in Cycads and their removal from the natural environment is a serious problem and for this reason personnel not adhering to the specified rules and regulations make themselves liable for prosecution and also internal disciplinary action.

4. Alien Plants in the Kruger National Park

4.1 General

The planting of alien plants in the KNP is considered undesirable and is controlled in terms of the Biodiversity and Protected Areas Acts. These plants are undesirable mainly because of the following reasons:

- The threat they pose to indigenous plants if they escape from gardens and become invasive.
- Their generally high water use capabilities.
- The aesthetic undesirability of having alien plants in a National Park, especially in the light of the extensive range of indigenous plants that occur in the area.

Alien plant species can be divided into two categories, i.e. aggressive invaders and those that are less aggressive or not aggressive. The potential of an alien plant to become an aggressive invader must not be underestimated and many species acquire this status after a few years in a specific region. Invader plants are increasing in the KNP and have already caused drastic and irreversible changes to the biodiversity of the area. This is a situation contradictory to the KNP’s management objectives.

Most of the important invader species found in the Park have spread from gardens and the measures applied to control these plants costs millions of Rand annually. The rules set out below are laid down as an attempt to encourage healthy conservation practices in
the KNP, and to balance the joy of having a beautiful garden with that of combating the threat of invaders to the biodiversity of the KNP.

After habitat loss, invading alien species are regarded as the worst impactors on biodiversity worldwide, and this is becoming a huge problem in Kruger as well. Imports of seeds along our rivers play an important role, but plants that escape from gardens are also a major contributor. The impact of this threat is expected to increase as global warming increases.

KNP residents are requested to give their support in reporting invasions, but also to ensure that what they plant in their gardens is in line with this Code of Conduct.

4.2 Definitions

The definitions of indigenous, alien and invasive plants as provided in the National Environmental Management: Biodiversity Act (NEMBA) have been accepted for use in the KNP. They are:

a) Indigenous species: A species that occurs, or has historically occurred, naturally in a free state in nature within the borders of the Republic of South Africa, but excludes a species that has been introduced in the RSA as a result of human activity.

b) Alien species

i. A species that is not an indigenous species.

ii. An indigenous species translocated or intended to be translocated to a place outside its natural distribution range in nature (this excludes an indigenous species that has extended its natural distribution range by natural means of migration or dispersal without human intervention).

c) Invasive species: Any species whose establishment and spread outside of its natural distribution range:

i. Threaten ecosystems, habitats or other species or have demonstrable potential to threaten ecosystems, habitats or other species.

ii. May result in economic or environmental harm or harm to human health.

4.3 Plants allowed in Gardens in the KNP

The following will indicate the types of species that may be planted in a particular area within the borders of the KNP:
a) Large rest camps, gates and border posts: Landscaping and cultivation are allowed, but only within the following limits:

i. **Trees:** All trees are to be restricted to those known to be indigenous within the landscape in which the camp is situated, i.e. indigenous tree species that occur within a 20 km range from the camp.

ii. **Shrubs:** Any shrub occurring naturally in the KNP.

iii. **Flowers:** Flowerbeds must be restricted to the absolute minimum and only flowers indigenous to the Lowveld and the Mpumalanga and Limpopo escarpment ecosystems, as well as adjoining river catchments are allowed. The planting of indigenous aloes is encouraged.

iv. **Lawns:** Lawns should be restricted to Couch Grass or “Kweek” (*Cynodon dactylon* – preferred lawn grass due to its resistance to droughts) and Coastal Buffalo Grass (*Stenotaphrum secundatum*) in sunny areas and L. M. Grass (*Dactyloctenium australe*) in shady areas. Kikuyu Grass is an alien and not allowed.

b) Small camps: These include private and bushveld camps, concessions, wilderness trails camps, patrol camps, etc. No landscaping or flowerbed cultivation is allowed. Therefore only tree and shrub species occurring in the immediate vicinity (1 km radius) of the camp are allowed. Planting of these species may be done in cases where the camp site has been cleared of vegetation and where the camp staff want to displayed to guests specific species found in that area.

c) Staff Villages and gardens: A more lenient policy is in place to allow staff to increase their quality of life within the limits of biodiversity conservation in the KNP:

i. **Trees:** Any trees found naturally in the KNP may be planted, but planting of trees should preferably be restricted to species found in the broad region of the village (e.g. south of Olifants River or north of Olifants River). No alien trees, including fruit trees, are allowed.

ii. **Shrubs and flowers:** Any shrub or flower occurring naturally in the KNP, the Lowveld and the Mpumalanga and Limpopo escarpment ecosystems and adjoining river catchments are allowed.

iii. **Lawns:** Should be restricted to Couch Grass or “Kweek” (*Cynodon dactylon* – preferred lawn grass due to its resistance to droughts) and Coastal Buffalo Grass (*Stenotaphrum secundatum*) in sunny areas and L. M. Grass (*Dactyloctenium australe*) in shady areas. Kikuyu Grass is an alien and not allowed.

iv. **Vegetable gardens:** Vegetable gardens will be allowed under certain circumstances to give residents the opportunity to grow vegetables and as a means of relaxation. The following conditions will apply:
• The vegetable garden must be completely closed with wire mesh to keep birds and baboons out and to prevent the spread of certain vegetables to the veld.

• Water use must be within the overall allocation for that section and best practice guidelines of water consumption must apply.

• Vegetable gardens are not allowed at concessions, picnic sites and rest camps.

4.4 Control of Alien Plants

A list of prohibited alien invader plants including all fruit trees are listed in the Alien Biota Control Policy which will be amended when new alien plants are discovered. Any enquiries about invader plants or the removal of such plants may be directed to the Alien Biota Control Officer. The following rules are applicable:

a) The golden rule is: Proudly South African – plant indigenous!

b) It is the task of the Alien Biota Section of the Department Conservation Services to prevent aliens from spreading from gardens to the Kruger environment, and to achieve this they have been instructed to remove invading alien plants from any garden in the KNP. This will obviously first be discussed with the particular resident.

c) Residents' gardens will be inspected periodically by the Alien Biota Section and alien invader plants will be removed accordingly.

d) Existing alien trees and shrubs (even those that are not invaders) will be eradicated when premises are vacant.

e) Personnel and other residents are henceforth prohibited from planting any decorative non-indigenous tree, fruit tree or shrub in their gardens. Bear in mind that all alien woody plants will be removed when you vacate the residence, leaving the person coming after you with the task to start all over again with indigenous plants.

f) All fruit trees will be removed from the Park and no new fruit trees may be planted.

g) Vegetable gardens will be allowed under certain conditions (see conditions above).

h) Planting of alien creepers against indigenous trees or shrubs is prohibited.

i) No indigenous trees may be removed from existing or new premises without the written consent of the HOD: Conservation Services.

j) The planting of alien trees, shrubs and flowers in rest camps is prohibited.

k) Residents in Staff Villages are encouraged to plant indigenous plants that are well adapted to using less water and do not spread or invade natural bush (available at a special price for personnel from the Skukuza Nursery - see previous Section).
Lists of alien plants not allowed in the KNP are largely based on the Biodiversity Act Regulations and the Conservation of Agricultural Resources Act (CARA). These alien plants are listed in the KNP Alien Biota Control Policy. For detail on specific forbidden plants please refer to this policy document.
I. Use of Natural Resources

1. General

The use of natural resources in Protected Areas is a key part of the IUCN principles as well as the Protected Areas Act. SANParks is in the process of drafting a policy on the sustainable use of natural resources that will cover both the use of resources by neighbouring communities, staff and official use by SANParks. This Code of Conduct therefore only covers the use of natural resources for management purposes as well as by staff.

The following rules are laid down to control these activities:

a) No person may, without permission from the Executive Director: KNP or the HOD: Conservation Services remove wood, sand, soil, rocks, artefacts, fossils, plants (including thatch), seeds, birds, bird eggs, reptiles or any other animal or object from the veld.

b) These items may only be removed from places indicated by a designated official from the Conservation Services Department.

c) Should this permission be granted, the relevant Section Ranger must be consulted to determine place and time of this activity prior to taking place.

d) The collection of tree trunks from the veld is prohibited.

e) Written record should be kept of all these grants.

2. Fishing/Angling

2.1 Legal Context

According to Section 50 (1) (b) of the Protected Areas Act and Regulation 8 (1) to (7), SANParks may allow its personnel to fish in stipulated areas within the boundaries of the KNP, subject to certain rules and conditions. This is a privilege for SANParks employees living in the KNP and not a right and certain rules have been compiled to ensure control and minimisation of the impact on our river systems, which is under significant pressure outside the KNP boundaries.

In accordance with the act and to ensure proper monitoring and control, special angling permits are issued to regulate all angling within the KNP. Angling permits are obtainable on request from the local Section Ranger. These permits will only be issued to SANParks employees who permanently reside within the KNP. The permits will be applicable
throughout the Park, but prior authorization from the local Section Ranger must at all times be acquired.

Two types of fishing will be allowed: Consumptive and Non-Consumptive (catch-and-release) fishing:

a) **Consumptive fishing**: This kind of fishing is restricted to manmade structures (dams and gauging weirs) in the KNP and allows the killing and consumptive use of the fish that is caught. Specific bag limits, species and size restrictions are applicable (see Rules and Regulations).

b) **Non-Consumptive (catch-and-release) fishing**: This is the only kind of fishing that will be allowed in rivers where there is no manmade structures such as dams. This kind of fishing allows angling along certain river sections of the Park and only on a catch-and-release basis. No fish may be killed for bait or any other form of consumptive use. Only hooks from which the barbs have been removed or flattened may be used.

### 2.2 Rules and Regulations

The rules and regulations applicable to fishing in the KNP will be clearly stated on each permit. Everybody is requested to study these conditions and strictly adhere to them at all times. These rules and regulations are as follows:

a) Only SANParks employees who are permanent residents in the KNP qualify to obtain a fishing permit.

b) Family members and friends of a permit holder may only fish when accompanied by and are under the direct supervision of the permit holder.

c) The number of fish to be taken from dams and weirs is restricted to that of the staff member’s permit alone. Guests of staff members may therefore not keep any fish that they caught.

d) Under no circumstances may the permit holder fish at a site other than approved sites as indicated by the local Section Ranger.

e) Each Section Ranger must keep a database of permit holders in his/her section.

f) Any person fishing without a permit or in an area other than that designated by the local Section Ranger, may be prosecuted under the Protected Areas Act and if convicted, may be heavily fined (the person may also forfeit his/her vehicle, fishing gear and other equipment in his/her possession).
g) Wilderness areas are important reference areas and fishing in these areas is reserved for scientific research and officially organised catch-and-release angling events.

h) The use of boats or other vessels on the waters within the Park or on rivers along the boundary of the Park, without prior permission, is prohibited. Boats may only be used for officially authorized purposes.

i) Fishing may only occur during the hours between sunrise and sunset. No night lines may be set.

j) Fishing sites must be left clean and unpolluted at all times.

k) Fishing from rivers without dams will be on a catch-and-release basis only, and only from sites indicated by the local Section Ranger. This will exclude wilderness areas.

l) The capture and killing of fish is restricted to specifically indicated locations at dams and other manmade impoundments as indicated by the local Section Ranger. Specific bag limits as stipulated on the permit will apply.

m) The following bag limits will apply to any permit holder for a particular day when fishing from a dam or other manmade impoundment. These bag limits are related to one fishing permit. Only smaller fish are to be taken so that the older fish can continue to breed and make this use sustainable:

   i. Bream (blue & red breasted) - 3 (total): 20 cm or smaller
   ii. Barbel - 2 (total): 60 cm or smaller

n) If any kind of fish other than bream or barbell is caught, please remove the hooks carefully and release them back into the dam.

o) Only fishing with rods will be allowed with no more than one rod per person in the water. All other forms of fishing are strictly prohibited.

p) Swimming is prohibited (crocodiles, hippos and Bilharzia occur in Lowveld waters).

q) The angling permit must be kept with you and produced on request.

r) The permit is only valid for one year and must be renewed annually. The permit is not transferable and must be signed by the holder. It is only valid and limited to the permit holder.

s) All fishing should take place out of the public eye.

Please remember that fishing in the KNP is a privilege and not a right. Failure to comply with the above-mentioned conditions will result in the immediate suspension of all angling privileges.
Fishing is further seen as a recreational activity and not as a means to supplement diet on a large scale or to generate money by selling fish. Permission to fish within the boundaries of the KNP is therefore purely granted for recreational purposes and is only reserved for employees of SANParks who permanently reside within the Park. People residing outside the Park along boundaries with a river frontage, are not afforded this privilege.

2.4 Fishing Sites near Skukuza

Fishing sites for Skukuza personnel are limited to the two Lake Panic Dams and sites along the Sabie River between the tree house and the pump house and suction point.

a) **Upper Lake Panic**: This is the larger dam further upstream from the golf course. It can be reached by foot or by vehicle by driving westwards on the dirt track from the Golf Club gate.

b) **Lower Lake Panic**: This is the smaller dam at the golf course and is restricted for use by school-going children of Skukuza alone. Children may fish here only in the designated areas without supervision, but at the responsibility of their parents.

c) **Sabie River**: From the tree house at the picnic sites to the pump house (where the ESCOM power lines cross the river).

2.5 Angling in the rest of the Park

Personnel are allowed to fish in other areas of the Park provided that they are in possession of a valid permit and have obtained prior permission from the local Section Ranger. Such fishing may only take place at designated sites (preferably manmade structures and dams) as indicated by the local Section Ranger (see Rules and Regulations).

3. Venison or Animal Products

3.1 General

Personnel are allowed to buy venison for private use when available from the shops or Wildlife Products Processing Plant (WPPP). The KNP hosts many different diseases, for example foot-and-mouth, bovine tuberculosis, trichinosis and rabies. Strict control with regard to the handling and transportation of raw meat to prevent the spread of diseases to the rest of South Africa has to be enforced. Venison will therefore be available on the following conditions only:
a) No cooked or raw venison, biltong (except in unopened, sealed packets from the shops or WPP), hides, animal hair, animal bones, horns, etc. may be removed from the Park without a permit issued by the State Veterinarian or designated person.

b) A permit will only be issued for elephant, hippo and zebra meat as they are less prone to carry diseases. Permits can only be issued by designated members from the State Veterinarian’s office.

c) Processed hides and other animal material may be taken out of the Park but only if permission by the HOD: Conservation Services has been granted and a State Veterinary permit to do so has been obtained.

d) Anyone caught smuggling animals or animal products out of the Park, will be liable for public prosecution and disciplinary action by law and is liable to a heavy fine.

e) Trading in venison is not allowed.

f) The meat of domestic animals (beef, lamb and pork), still sealed in packets (as bought in the staff and tourist shops), may be taken out of the Park.

g) Any form of tinned pet meat or pet food may be taken out of the Park.

3.2 Venison for Special Functions

The use of impala meat or any other venison as regular monthly “rations”, be it for humans or dogs, has been terminated in the KNP and all previous notifications in this regard are herewith withdrawn. This practice may be restored, albeit in a different form, when culling of animals for ecological or scientific research reasons is reinstated and meat from this source is again readily available, and the KNP EXCO decides to make such meat available to staff.

The controlled utilisation of wild animal meat is seen as an acceptable form of sustainable resource use in the KNP, but it is restricted to the following circumstances for better control and management:

a) Following the completion of a successful project, e.g. anti-poaching operation, construction activity (Technical Services), winning of trophy or other accolade (rest camp or tourism staff), or any other achievement when there is a need to show appreciation towards staff for a job well done.

b) In the case of Esprit de Corps-building exercises such as year-end functions.

c) During special events whereby the Executive Director hosts official VIP visitors.
3.3 Rules Regarding the Use of Venison

The following conditions will apply with regard to the use of venison in the KNP:

a) Harvesting of venison will be restricted to impala or buffalo (depending on the size of the group to be fed – if the group is up to 30 persons, one impala will be sufficient). As an official and documented check, all such harvesting must be documented on a monthly basis (which should include a ZERO report if nothing was shot) by Section Rangers. This new/additional report should be forwarded together with the monthly diary to the Quality Assurer: Wildlife Management and should indicate the purpose as well as whom approved/authorised the harvesting.

b) An application to harvest an impala (or buffalo) for such purposes mentioned above must be submitted in time to the Regional Ranger for discussion with the Regional Manager. Final approval will be by the HOD: Conservation Services or, in his/her absence, the Advisor: Wildlife Management, in consultation with the Regional Manager of the specific region. The shooting of the impala (or buffalo) will be executed by the local Section Ranger, who will document and oversee the use of the meat.

c) If all the meat is not consumed on site at the meeting/gathering the local Section Ranger must oversee the further distribution and use of the leftovers.

d) No raw meat will be allowed to leave the KNP. This is a legal prescription from the State Veterinarian subject to the Animal Diseases Act.

e) Any animal shot for other reasons (e.g. humanitarian, damage causing animals, etc.) should be shared with staff members from other departments, if this is practically achievable.

f) The harvesting of meat from an animal killed by predators is not allowed.

4. Other Natural Resources

4.1 Reeds and Sedges

Reeds and sedges (used to make traditional sleeping mats) may be cut at unnatural locations in the KNP, e.g. below dams where the seepage resulted in stands of sedges or reeds, or in rivers near rest camps to open up viewing opportunities. These activities can only occur at designated locations pointed out by the local Section Ranger.

Reeds and sedges are used by some people to make sleeping mats and other curios. This is mostly restricted to sedges and reeds that can easily be harvested in Skukuza Staff Village as a consequence of the overflow of the Lake Panic Dam. The use of these reeds is unrestricted as long as harvesting is limited to Skukuza and surrounds,
or as indicated by the local Section Ranger.

4.2 Mopane Worms
The collection of mopane worms is limited to one litre per person per day and only at designated locations, as indicated by the local Section Ranger, which will be out of the public eye.

4.3 Marula Fruit
The collection of marula fruit is limited to 5 litres per person per day, as indicated by the local Section Ranger, which will be out of the public eye.

4.4 Others
Other resources such as marog and other wild fruit may be consumed in the veld or gathered for own daily use, and again, as indicated by the local Section Ranger. Any collecting activities will be out of the public eye.

Mlala palm leaves are sometimes used by communities to weave articles and these may be collected from rest camps (Letaba and Shingwedzi) where these palms occur, as indicated by and under supervision of the Section Ranger, without damaging the trees.

Birds, bird eggs, honey, tree bark used for muti, mlala palm sap and bull frogs do not qualify in this regard and may not be gathered.
J. Keeping of Pets in the KNP

1. General

SANParks has granted permission to staff to keep pets, but the possibility that pets may escape and become another invasive species, warrants certain limitations and restrictions. The keeping of pets is thus subject to the following conditions:

a) The following is a list of pets that may be kept in the KNP: budgies, parakeets, lovebirds, Cockatiels, parrots, bantams (only females) and aquarium fish (only certain tropical fish and indigenous fish species).

b) All pets must be kept in suitable cages. Any pets found wandering outside residential sites will be destroyed.

c) No noisy pets will be allowed where staff houses occur in the immediate vicinity of rest camps.

d) Where bantams are kept in places where they can become a nuisance (e.g. Skukuza Staff Village), only hens may be kept, as roosters create a noise disturbance. If bantams were obtained as juveniles, then as soon as the roosters begin to crow, they must be slaughtered or be removed from the Park.

e) Pets which may become a nuisance to fellow employees or the public, or may escape from captivity and multiply unchecked, e.g. rabbits, hares, mice, rats, guinea-pigs and hamsters or chickens may not be brought into the KNP or be kept by personnel.

f) No pet may be brought into the KNP, without the written permission of the local State Veterinarian or the possession of a veterinary no-objection permit. Pets brought into the KNP legally, must be examined by the State Veterinarian as soon as possible after arrival to ensure that infectious diseases are not introduced into the KNP. Pets that were brought into the KNP will not be permitted to leave without a written permit issued by the State Veterinarian.

g) If any of these animals become sick or develop skin lesions, they must be taken to a veterinary surgeon without delay for diagnosis and treatment.

h) All pets in the KNP will be examined from time to time by SANParks veterinarian.

i) Any pet being brought into the KNP must be registered in the Pet Register which is kept by the relevant Section Ranger.

j) Any pets found not registered in the pet register are liable for removal from the KNP or to be destroyed by the relevant Section Ranger, with disciplinary action being taken against the owner.
k) Legal action may also be taken against KNP residents who are not SANParks employees.

l) When a staff member is transferred it is their responsibility to have their pet/s removed from the Pet Register of the Section Ranger and placed in the register of the new relevant Section Ranger.

m) In the case of dogs a description of the animal as well as the sex must be given. In the case of fish, species and numbers must be provided.

n) Mammal deaths must be reported in writing to amend the register.

2. Dogs

2.1 General

a) Dogs may only be kept by Section Rangers that live in remote areas, Phalaborwa Staff Village (to be phased out) and entrance gates where the staff resides at the specific gate (Malelane, Numbi, Pafuri, Punda, Kruger and Phabeni), either for tracking injured and dangerous wild animals or as a security measure.

b) Only work dogs that are kept to track animals in dangerous situations and dogs kept for security purposes in remote areas will be allowed. Lap dogs are not allowed, in other words only dog races that were bred for hunting and security and that these races are still used for these purposes.

c) Dogs must also be trained and should be kept behind closed gates and proper fences when not accompanying the Section Ranger. The following races (as well as crossbreeds of these races) should be used as guidelines in this regard:

Smaller breeds: Jack Russell and Fox Terrier
Medium breeds: Labrador Retriever, Africanis, Staffordshire bull terrier
Large Breeds: Ridgeback and Boer bull

d) Only Section Rangers may keep a bitch that is able to breed, the reason being the breeding of suitable work dogs.

e) Section Rangers are allowed three dogs at a time, except where a bitch has bred. If a ranger has a need to have more than three dogs this must be appropriately motivated.

2.2 Conditions for the Keeping of Dogs

a) Written permission to keep a dog will be given by the Executive Director: KNP and only once approval has been obtained from the relevant Regional Manager and the HOD: Conservation Services.

b) Each case will be evaluated on merit. The staff member concerned will have to sign a written agreement to these conditions so that no misunderstanding will occur.
c) Dogs may under no circumstances be outside residential sites or be allowed to wander around in Staff Villages or rest camps. Owners must ensure proper supervision of their dogs, especially if they are not at home.

d) Dogs must be closed in at night and must be trained not to bark constantly, day or night.

e) Dogs must, in accordance with veterinary regulations, be inoculated once a year against rabies, once they reach the age of six months.

f) Dogs are not allowed to roam Rest Camps unless they are used to track dangerous animals.

g) Any dog brought into the Park illegally will have to be destroyed.

h) Dogs are not allowed to be taken out of the Park without the permission of the State Veterinarian (Skukuza). Permits will not be issued if rule (e) above is not adhered to.

i) When a staff member is transferred and the dog may not go along (e.g. no dogs allowed at that site), it is the responsibility of the owner to secure a suitable home for the dog - with his/her successor or another home outside the Park.

j) A staff member, who is transferred to a place where there is already a dog, will have to apply and sign the agreement, if s/he accepts the dog.

k) If a dog owner is away for any length of time, it is his/her duty to appoint a responsible person to care for the dog. All the relevant rules will be applicable to such a person, in other words, if the rules are not adhered to, steps will be taken as if the owner was responsible.

l) Each Section Ranger must keep an updated Pet Register (including dogs) for his section.

m) If a person permitted to keep a dog disposes of their dog or it dies this dog must be removed from the Pet Register. Likewise, if a new dog is acquired it must immediately be entered into the Pet Register.

2.3 Phalaborwa Staff Village

Keeping of dogs in the Phalaborwa Staff Village will be phased out and no new dogs will be allowed. Until such time that there are no dogs left the following rules apply:

a) All the general rules and conditions are applicable except that the dog can be of any size or breed (males or spayed bitches only).

b) If the staff member is transferred elsewhere in the Park, the dog will not be allowed to accompany him/her (the dog will have to stay in Phalaborwa or leave the Park with the necessary permits from the State Veterinarian, Skukuza).

c) Dogs are not allowed to be ferried to and from the Phalaborwa town.

d) If the dog dies no new dog may be acquired.
2.4 Entrance Gates

The following entrance gates qualify for the keeping of a dog: Pafuri, Punda, Malelane, Numbi, Kruger and Phabeni. The flowing rules and conditions apply:

a) All the general rules and conditions are applicable.
b) Only a breed of dog that is fit to be a watchdog will be allowed.
c) These dogs will only be allowed to accompany their owners if they are transferred to one of the above-mentioned gates or outside the KNP (with the necessary permission/permits from the State Veterinarian, Skukuza).
d) Dogs may not accompany their owners to other places inside the KNP, except to the State Veterinarian for medical attention.

3. Cats

No cats are allowed as pets in the KNP. Domestic cats interbreed with the African wild cat which occurs naturally in the KNP, producing viable offspring. They also impact negatively on birds, lizards and other small animals. Domestic cats therefore threaten the indigenous cat species by hybridisation. Any person knowing of domestic cats in the KNP is requested to immediately report it to the nearest Section Ranger.

4. Feral pigeons

Feral pigeons are not allowed as pets in the KNP as they can potentially escape and interbreed with rock pigeons, producing viable hybrid offspring. Feral pigeons therefore threaten the indigenous species by hybridisation. When such hybrids (or any other hybrids) are observed, please contact the nearest Section Ranger or Alien Biota Control Officer or Veterinarian as soon as possible.

5. Other Alien Birds

Parrots, budgies, parakeets and lovebirds may be kept on condition that they are kept indoors and precautions are taken to ensure that these birds do not escape or make a noise. The above permission is subject to the following conditions:

a) Permission to keep the above-mentioned birds must be obtained from the HOD: Conservation Services and it is the owner's duty to register these birds with the relevant Section Ranger.
b) Only birds kept indoors are allowed and all outside cages to be phased out by 31 December 2007.
c) All cages must be properly locked and must be suitable to keep the birds safely inside.

d) If the neighbours complain about the noise and it is justifiable, permission to keep birds will be withdrawn.

6. **Indigenous Birds and Wild Animals**

Indigenous birds, snakes, lizards or other wild animals may only be kept in captivity with written permission from the HOD: Conservation Services. This will not include monkeys, baboons or any larger animals. No wild animals or birds of any description may be captured by personnel.

Small birds and squirrels that fall from nests may be raised by children of staff members, with the written permission of the HOD: Conservation Services. Most wild animals become dangerous or a nuisance once they have reached maturity. The HOD: Conservation Services will determine the period and conditions, together with written permission to keep such animals. These animals must also be registered in the Pet Register by the relevant Section Ranger. These animals are under no circumstances allowed in rest camps.

7. **Tropical and Other Fish**

These may be kept but special care must be taken to prevent the introduction of alien water plants which may proliferate and spread into the water sources of the Park (e.g. water hyacinth, salvinia, water lettuce, etc.).

Alien fish may only be kept in fish tanks indoors. Non-indigenous fish may NOT be kept in fish ponds in gardens as they may unknowingly spread from these ponds by means of eggs being dispersed by birds.

8. **Other Animals**

No cattle, sheep, goats, chickens, pigs or any other domestic animal may be kept in the KNP without the necessary permission from the HOD: Conservation Services.
K. Discipline and Personnel Relations

1. General

The Regional Managers, Corporate Investigation Services, Protection Services and the relevant Section Rangers bear the responsibility of executing the rules and laws applicable to the KNP (see section on Legal Context for a list of the acts), as well as this Code of Conduct. The Section Rangers bear a large proportion of this responsibility as executors of SANParks authority. It is therefore necessary for the Section Rangers to be informed at all times of activities, and especially unusual activities, in their sections. It is not only an act of courtesy, but also a necessity that all employees of other Departments inform Section Rangers when working in their Sections.

It is vitally important that personnel from various departments and sections respect the duties and functions of their colleagues. Negative criticism and interference in each other’s duties can only lead to discord. It should be borne in mind that all personnel employed by SANParks, or representatives of other departments, are dedicated to the same ultimate objective.

The Section Ranger is responsible for discipline in the staff living quarters, except in Skukuza where the Administrator: Housing and Recreation is responsible to deal with these matters. In the case of small camps where there is no section ranger the Hospitality Services Manager is the responsible person.

2. Freedom of Speech

SANParks underwrites the principle of freedom of speech and the right of individuals to have personal opinions on certain issues. SANParks will always welcome constructive criticism, but the following principles should be adhered to:

a) Loyalty towards colleagues, superiors and SANParks can only be promoted when personnel refrain from discussing in a negative way or criticising management policies amongst each other and with outsiders.

b) The necessary structures exist for constructive criticism where internal policies (especially SANParks’ contentious culling policy, veterinary restrictions, etc.) and differences can be discussed via the correct channels and by way of memoranda brought to the attention of SANParks.
c) Personnel who disregard this rule are disloyal to their colleagues and employer and such an offence will be viewed in a serious light.

3. **Public Safety and Crime Prevention**

Protection Services as well as Section Rangers bear the responsibility of public safety in the KNP in terms of the Public Safety and Security Act, especially on public roads, access at entrance gates and areas of human accommodation. Protection Services in cooperation with the relevant Section Ranger and/or Corporate Investigation Services, the SAPS and the SANDF shall execute joint Crime Prevention Operations in different areas of the KNP, e.g. roadblocks/movement control.

4. **Reporting of Observations and Offences**

It is the duty of all SANParks employees working in the KNP to report the following events to the nearest Section Ranger's office: fires, carcasses, injured animals, accidents, condition of roads and bridges (especially during the rainy season), offences committed by visitors, guests or personnel, footprints and/or pedestrians or any other irregularities brought to their attention. These matters should also be communicated to the local Section Ranger or the KNP Protection Services Emergency Call Centre on (013) 735 4325 or radio call number 0555.

5. **Handling of Offences**

Any Section Ranger, member of CIS, Protection Services or the SAPS, may sign an affidavit concerning the relevant acts applicable in the KNP. If you feel concerned about any offence that took place in your presence, for example the feeding of animals, being outside a vehicle or littering, such an offender can be prosecuted if you give a sworn statement to one of the above-mentioned officials. (This is also applicable to any member of the public).

Please take note of the following:

a) Detail concerning the day, date, time, place and nature of the offence.

b) You must be able to identify the offender if it becomes necessary at a later stage.

c) Take note of what the offender looks like and what clothes he/she is wearing.

d) Obtain as much information as possible from the offender, for example, name, street, postal and work address, telephone number, ID number and occupation. The vehicle registration number, model and colour of a vehicle are of utmost importance if it later becomes necessary to locate the offender should the above information be incorrect.
e) It will be easier to obtain the above information if you are dressed in uniform or are able to identify yourself by means of your Personnel ID card. However, prepare yourself for possible verbal confrontation or abuse.

f) You can also warn the offender that you are going to have him/her prosecuted and for what reason.

g) A minor can only be prosecuted when he/she is found driving a motor vehicle without a valid driver's licence. The person, who gave him/her permission to do so, will also be prosecuted.

h) Overseas visitors are not prosecuted but are fined and pay their dues at the nearest rest camp or entrance gate before exiting the KNP.

i) Remember to always be courteous and friendly and to keep your cool. Do not retaliate when the tourist reacts with verbal abuse.
L. **Conduct towards the Public**

As we are a public organisation we need to be totally committed to portraying the best possible image to our customers. Bad experiences for our guests usually backfire in bad publicity for SANParks and the KNP. Therefore it is necessary to comply to the following:

a) Employees in the KNP may not use offensive language in public. They must keep their language as refined as possible and in their dealings with the public always be courteous, friendly and helpful.

b) Employees may under no circumstances appear in public or appear in uniform or drive a vehicle while under the influence of liquor or drugs. In general, your conduct must at all times be an honourable reflection of the organisation which you represent.

c) No employee may give incomplete, erroneous or undesirable information to visitors to the Park or to the public outside its boundaries. Care should be taken not to give negative or confidential information about other departments. If you are unsure of the answer to a question, rather refer the enquiries to the department concerned.

d) No employee may masquerade as an official that s/he is not entitled to be.

e) **Quiet time:** Employees should refrain from making loud noise as far as possible and especially where this may impact on the enjoyment of our guests as well as colleagues. No noisy parties, music or other noisy event will be allowed after 21:30. This is also applicable in Staff Villages.

f) Conduct towards the public on roads must be equally courteous (also see section on Travelling and Transport):

   i.  Slow down when approaching a tourist car.

   ii. Stop when tourist cars are stationary and guests are watching something.

   iii. Pass cars slowly only once you have established what they are watching, and that it is possible to pass without disturbing them.

   iv.  Be friendly! Don't see guests as intruders – they are here to enjoy their heritage.

g) **Please note** that no walking to and from the Skukuza Living Quarters across the tourist road is allowed. Follow the route past the Post Office and filling station.
M. Uniform

Uniform items will be available from the Administrative Warehouse, Skukuza. Those compelled to wear the prescribed uniform, are referred to the Uniform Policy as displayed on the Intranet. The following persons are compelled to wear uniform:

- All SANParks staff members stationed in the KNP.
- All temporary staff members employed in the KNP who will be working for six months or more.
- Every staff member authorised to do so by the Executive Director: KNP.
- The Executive Director: KNP may also authorise an employee from a Government Department, or any other person stationed in the KNP, who in the execution of his/her duties furthers the interests of the Park, to wear the official SANParks uniform.

The following general rules apply to the wear of official uniform:

a) Personnel must bear in mind that their uniforms give one the impression of a formal uniform. The person wearing this uniform can immediately be identified as an employee of SANParks. The uniform must therefore always be worn in the correct way and with care and pride. Uniforms must always be clean and neat.

b) Only the prescribed uniform must be worn when on duty (see Uniform Policy).

c) No employee may wear a uniform unless in the execution of his/her duties or on their way between home and work for people staying outside the KNP.

b) Staff members are not allowed to give away or sell outdated pieces of uniform, or to wear such in public.

e) Identifiable uniform pieces are not to be combined with other clothing or be worn in a private capacity. No other clothing or non-uniform pieces may be worn with the working uniform.

f) Alcohol abuse while in uniform is not allowed. It is inappropriate to drink in public unless during official functions.

g) Hairstyles must be neat and hair must be clean, especially for staff dealing with the public such as front office staff, guides and rangers.

h) Jewellery must be worn tastefully and in such a way that the image of SANParks is not discredited.

i) No badges except officially approved badges are allowed to be worn with uniform.
N. USE AND CARE OF SANPARKS PROPERTY

1. General

It is important that all SANParks buildings, vehicles, equipment and other possessions be handled with care, as if they were your own, to prevent unnecessary damage. To achieve this, the following rules are applicable:

a) Should any property belonging to SANParks be damaged wilfully or through negligence, such an employee will be held responsible for the restoration or replacing costs thereof.

b) All conditions as per the KNP lease agreement issued to all personnel residing in KNP property need to be noted and are applicable in terms of the Code of Conduct.

c) There must be strict supervision of SANParks property and items must not be left lying around.

d) It is an offence to use or have in possession without the necessary authority any appliance or equipment of SANParks. Staff who bought written-off SANParks furniture, linen, curtains etc. should keep a receipt available on request, or when taking such articles out of the KNP.

e) A staff member is responsible for the condition of his/her house as well as for the neatness of his/her residential plot and immediate surroundings and garden.

f) To save water, specific garden watering rules and times have been established. These are geared towards allowing irrigation during periods when evaporation is at its lowest. General guidelines and tips for water conservation in and around the house are as follows (Department of water Affairs and Forestry):

i. Plant only indigenous and drought resistant plants.

ii. Water gardens only during the prescribed times (low evaporation).

iii. Take a shower rather than a bath.

iv. Do not open the shower full blast – open it just enough to be able to shower comfortably.

v. Do not waste time in the shower. This way you will also save money on electricity.

g) Tenants of SANParks property may under no circumstances erect any new building, structure or shed or make any structural alterations, extensions or additions to existing structures, without the written consent, in terms of existing procedures, by the HOD: Technical Services.
h) Residents will be held responsible for the replacement of windowpanes, wire-gauze and fencing which has been damaged in any way besides normal wear and tear. Any repairs or painting that may become necessary due to the tenant's actions will be charged to the tenant's account.

i) Houses are inspected annually by Technical Services according to existing guidelines, to facilitate regular maintenance.

j) Under no circumstances may walls be painted or wallpaper hung, without prior written permission from the HOD: Technical Services. If this is done without approval the restoration of such walls will be charged to the account of the person responsible.

k) No creepers or plants which may cause damage to a building may be cultivated. Where this has already been done, the cost of removal of the plant and repair of walls or buildings will be charged to the tenant's account.

l) Personnel in charge of vehicles are at all times responsible for the condition of these vehicles and may only use them in the performance of official duties.

2. **Shooting Ranges**

The shooting range and roads to the ranges are out of bounds for all unauthorised staff members. The shooting ranges are controlled by the Section Rangers and are subject to the Firearms Control Act and the specific rules governing the use of shooting ranges. For more information please contact the Conservation Services Department or the local Section Ranger. The shooting ranges are:

- Sand River Shooting Range (Skukuza) - Tshokwane Section Ranger
- Shishangani Shooting Range (Satara) - Satara Section Ranger
- Letaba Shooting Range (Letaba) - Letaba Section Ranger
- Shingomeni Shooting Range (Shingwedzi) - Vlakteplaas Section Ranger

Any person wishing to use the shooting range, must inform the Section Ranger beforehand and must comply with the prescribed register and safety measures of the shooting range as prescribed by the Firearms Control Act.

2. **Residential Sites and Other Buildings**

2.1 **Conditions of Electricity Supply to Private Users**

Electricity will be supplied to all houses in areas where it is available (see Tariff Document for applicable tariffs). The electricity supply to a house will only be switched on once the wiring of such a house complies with the SANS 10142 Part 1-2003 code for the wiring of
premises as well as the Occupational Health and Safety Act (85 of 1993). Please take note of the following rules in this regard:

a) The responsibility lies with the tenant of a house to make sure that the electrical wiring of his/her personal apparatus and installations complies with the standard specifications.

b) Any alterations and additions to existing electrical installations may only be carried out and inspected by the Electrical Section after alteration of the existing plan has been approved by the HOD: Technical Services and Senior Manager: Electromechanical Services.

c) Any defects in the electrical wiring of a house must be reported to the HOD: Technical Services and the Senior Manager: Electromechanical Services without delay.

d) SANParks, as the supplier of electricity, has the right to inspect premises from time to time to ensure that the electrical installations comply with standard regulations. Any additions or alterations to existing electrical installations not done according to the prescribed procedures will have to be removed or corrected within fourteen (14) days of written notification. SANParks reserves the right to remove any such installations or to discontinue the electricity supply to the house, should there be a safety risk.

e) The replacement of light bulbs or the repair of any electrical equipment that was not supplied by SANParks is the responsibility of the tenant and will only be repaired by the Electromechanical Section if charged to the account of the tenant.

f) Although everything possible is done to supply uninterrupted electric power to all users, SANParks cannot be held responsible for any damage or loss as a result of power failures.

2.2 Private Restoration and Construction Work

A staff member may request private restoration and construction to be done by Technical Services, which will be for his/her own account. All applications must be directed to the HOD: Technical Services. No formal application form is prescribed but all applications should be in writing. The following information must be provided:

a) The staff member's name and personnel number must be on the application and it must be signed.

b) A description of the repair and/or construction work should be clearly indicated.

c) The application will serve as authorisation to incur any expenditure and to recover the costs from the staff member.

d) Only the HOD: Technical Services is allowed to grant permission to applicants for repair and/or construction work. The HOD: Technical Services will, after approval,
assign the task to the Section Manager who will be responsible for delegating the task to the artisan under his/her control. The approved application will be sent to the Administrative Officer to issue the job card. On receipt of the approved application from the HOD: Technical Services, the Administrative Officer will issue a job card in triplicate to the Section Manager concerned. The job card should clearly be marked in red "PRIVATE WORK", with the staff member's name and personnel number on it.

e) Should any spare parts or items be needed from the Administration Warehouse for the repair and/or construction work, the job card will serve as permission to draw spare parts or material against the staff member's private account. No spare parts and/or material will be drawn against a budget vote. Costs of these spare parts and/or materials will be processed through the warehouse system to be recovered from the staff member's salary.

f) On completion of the repair and/or construction work, the artisan will book the number of hours spent on the job separately on his/her time sheet, with the staff member's personnel number in the budget column. When the time sheets are processed, the labour costs will be recovered from the staff member's salary. The staff member must, in collaboration with the artisan, buy the spare parts and/or material him/herself should it not be in stock. The administrative personnel concerned must file the application, together with the duplicate job card, for a period of 12 months. The Section Manager concerned will file job cards that have been endorsed by the artisan after completion of the work.

2.3 The Use of Official Houses by Outsiders

No resident of the Park (be it SANParks staff or supporting organisation staff) is allowed, without the permission from the Executive Director, KNP, to make his/her house available for occupation by relatives or friends whilst such a member of staff is away on leave. No paying boarders, other staff or outsiders, other than bona fide visitors to staff members are to reside in their houses. No subleasing of official accommodation is allowed.

No A- and B-band staff who do not qualify for housing available for higher bands are allowed to stay with occupants of the Staff Village. With regard to children of staff members living in rest camps - no playing around or riding bicycles in public areas of rest camps. Refer to the official Housing Policy in this regard.

2.4 Domestic Workers

Domestic workers are allowed to stay in accommodation at residences specifically built for that purpose. Domestic workers do not have to pay rent for the use of this
accommodation. A staff member wishing to employ or dismiss a domestic worker must please observe the following rules:

a) The Administrator: Housing and Recreation, Protection Services or Section Ranger (only for staff members away from Skukuza) must be informed when a domestic worker is required.

b) No person may employ a domestic worker who is not in possession of a valid permit empowering him/her to seek employment.

c) When a domestic worker is employed, the employer must endorse the above permit or write a note to Protection Services, permit section, to confirm employment of the domestic worker. The employer must make a written submission to the Protection Services offices, confirming employment of the domestic employee. The application document/letter must state the name, surname and identity number of the domestic employee and the name of the employer, designation and house no. All domestic employees shall be issued with an identity access card from the Protection Services permit office.

d) The domestic worker will then be registered in the relevant employer’s name and details will be captured in the electronic identity and access data system by the permit section of Protection Services.

e) Where servant quarters are available, the domestic worker must sleep on the premises, otherwise accommodation must be arranged with the Administrator: Housing and Recreation or the local Section Ranger. Only two domestic workers will be allowed to sleep in the servant quarters on the premises.

f) When a domestic worker is dismissed or resigns, the employer is responsible to report such to the permit section of Protection Services. It is the duty of the employer to also notify the Administrator: Housing and Recreation or Section Ranger.

g) If a domestic worker transgresses a complaint must immediately be lodged at the SAPS (depending on type of transgression), Protection Services, Administrator: Housing and Recreation or the local Section Ranger. The domestic worker will immediately be expelled from the Park should he/she be found guilty at an appropriate hearing.

h) Should a domestic worker that lives in the living quarters be required to work later than the last available bus, the employer must arrange transport for the domestic worker to the living quarters.

i) Domestic workers’ children will be allowed to make use of facilities in the Staff Village provided the Administrator: Housing and Recreation or the local Section Ranger has granted permission.
2.5 Other Staff that do not Pay Rent

It is the duty of every Manager or Supervisor in the Park to ensure that the following regulations are complied with by the employees under their supervision and where possible, to enforce the observation of these regulations. No person living or present in SANParks quarters where no rent is payable or otherwise resident in the Park may:

a) Disobey any reasonable and legal instruction issued by the Executive Director: KNP, an official or any person authorised by him/her to do so.

b) Sleep and live in accommodation other than that allotted to him/her.

c) Allow the quarters allotted to him/her to be unclean and untidy.

d) Allow or grant unauthorised permission or aid a person to enter or be present in or remain in these quarters.

e) Conduct him/herself in such a way as to be detrimental to discipline, cleanliness or good health in the quarters.

f) Without the written permission of the Executive Director: KNP.

i. Keep domestic stock or pets.

ii. Make or allow any excavations to be made.

iii. Erect any structure or make any alteration to existing structures in any of the quarters.

g) Directly or indirectly obstruct or hinder any employee or an authorised person who in the course of his/her duties is carrying out an inspection or investigation.

h) Deliberately create a disturbance by making a noise, screaming, roaring, quarrelling, inciting crowds or behave in any riotous, violent or improper manner.

i) Deliberately or negligently damage or destroy any tree, shrub, building, fence, pipe, dustbin or any other structure, fitting or installation.

j) Enter or leave in any way other than through the approved entrance and exit gates.

k) Gamble.

l) Relieve themselves in such a way as to create a nuisance.

m) Leave refuse, food leftovers or other matter in any place other than the containers especially provided for that purpose.

n) Erect any type of screen around a bunk occupied by him/her in such a manner as to obstruct the free passage of light and air.

o) Hang around or loiter unnecessarily in any rest camp at any time.

p) Brew, bring into the Park, or possess any unlawful beverage as described in the Liquor Act.

q) Possess any habit-forming drug.

r) Have in his/her possession raw venison or any animal product without the necessary permission.
s) Produce a permit or letter for the purpose of entering the Park under false pretences.

3. **Two-way Radios in the KNP**

The BHF radio network in the Park has expanded to 455 mobile sets and 250 hand sets at present. The network was established to streamline the activities of SANParks by effective communication. To ensure that the system is effective, it is essential to eliminate any abuse and to apply good radio practice.

**3.1 Good Radio Practice**

a) **Please note** that 2-way radios must be seen as emergency equipment and not as general communication devises. It should definitely not be used for chitchat or saving on private telephone costs.

b) Always use your Call Signal. It is a legal requirement, and is part of radio discipline.

c) Radios are emergency communication equipment and must always be treated as such.

d) The repeaters rely on solar power with batteries for power. Conversations must therefore be short and to the point.

e) During overcast weather when the batteries are not properly charged, special care should be taken.

f) Remember that every time that you activate your radio all 520 other radios and 7 repeater stations are activated.

g) Do not shout into the microphone since your voice will be distorted. Talk slowly and with a normal voice.

h) If a person cannot hear you, move to another site. There is not perfect communication everywhere in the Park.

i) In the case where a long conversation is necessary, break the conversation every 2 minutes. This will allow a person with a real emergency to break in.

j) The radios are expensive, and should be treated with care. Do not leave the radio in direct sun, or allow it to get wet.

k) Always return a damaged radio or a radio not in use to the Workshops.
3.2 Repair to Radios and Associated Equipment

All repairs to radios and radio equipment were outsourced. Technical Services (Radio Workshop) will only perform minor repairs and manage the current agreement. The following procedure should be followed:

a) Report all faulty radios and equipment to the Radio Technical Officer.
b) The Technical Officer (Electrician) will then perform a pre-test.
c) If the Technical Officer cannot assist by repairing radio/equipment, s/he will send the radio or equipment to Technical Services (Radio Workshop) together with a works request form.
d) The works request form must contain the following information:
   i. Radio/equipment serial number
   ii. Name of person radio /equipment is allocated to.
   iii. Designation were radio /equipment is utilized
   iv. Brief description of problem

e) The Technical Services (Radio Workshop) will test and repair radio or equipment if possible.
f) If Technical Services (Radio Workshop) fails to repair faulty radio or equipment it will be kept until the designated company sends its radio technician once a month to do repairs.
g) In cases of an emergency or a breakdown the designated company's radio technician can be requested to assist immediately.
h) The radios or equipment which have been repaired will be sent to the relevant Technical Officer via a route form.
i) In cases of faults or problems with a vehicle radio antenna, the vehicle must be sent to Technical Services (Radio Workshop).
j) In case of an emergency please arrange with the Technical Services (Radio Workshop) to conduct repairs on site.

3.3 Obtaining New or Additional Radios and Equipment

New or additional radios and equipment must be budgeted for. To purchase, send the request together with approved cost centre for the new or additional radios and equipment to Technical Services (Radio Workshop). Please allow two months for new radios or equipment to be installed.

3.4 Emergency Call Centre

The Emergency Call Centre at Skukuza is 24/7 available at Tel No (013) 735 4325 and radio call sign 0555. Any emergencies can be reported to this service.
4. The Use of Telephones in the KNP

4.1 Official Telephones in Private Houses

If it is deemed necessary for the efficient execution of official duties, SANParks will supply an official telephone at the home of key employees. It is the duty of these employees to keep a record of private calls and to declare and pay for these calls on a monthly basis. If no detailed account is available from the Service Provider, the following information must be supplied to the Departmental Administration Officer (or Finance Department if no Administration Officer is available):

a) The number that was dialled.
b) The town that was dialled.
c) The duration of the call.
d) The date and time of the call.

The costs will be calculated according to the official tariffs of Telkom and the employee will be invoiced accordingly. Rangers receive a telephone allowance to cover official expenses. All applications for an official telephone in a private residence must be motivated to and approved by the Executive Director: KNP.

4.2 Official Telephones not connected to the Local PBX System (SANParks System)

Some offices have official telephones that are connected directly to the Telkom network (direct lines). Separate accounts will be issued to SANParks for these lines and it is the responsibility of the person in charge of these telephones to see that no private calls are made. If however, it is unavoidable, a record must be kept of the private calls and SANParks must be reimbursed for these calls.

4.3 Official Telephones connected to the PBX System of the Organisation

Telephone cost is one of the fastest growing expenditures of the KNP and to achieve control over the abuse of this facility the following rules are applicable:

a) Official telephones may be used for private calls only in cases of urgent necessity and provided prior permission has been obtained from the Head of the Department or Section in which the employee works.
b) The cost of private calls shall be recovered from the employee by means of deductions from his/her salary.
c) Section Managers will determine what limitations apply to each telephone in his/her section. The following limitations may be imposed and may be altered on request and approval of the Section Manager/HOD:
   i. Internal calls only
   ii. Skukuza numbers only (all 735 numbers throughout the KNP)
   iii. Skukuza numbers plus cell phones
   iv. Mpumalanga area
   v. National
   vi. National plus cell phones
   vii. International

d) These limitations only apply to the Skukuza PBX System and Regional Managers must refer to their individual systems for detail options available.

e) Every Section is responsible for the control of its own telephone budget and must ensure that staff members account for private calls.

f) As a matter of control, detailed reports of each telephone extension are circulated monthly to all Departments from the switchboard (Skukuza) and the Admin Officer in rest camps/regions.

g) All private calls, including those to staff houses, must be declared on the monthly reports and returned to the Switchboard/Admin Officer for invoicing the relevant staff member. Any queries in this regard may be obtained from the Switchboard Operators in Skukuza or the Regional Admin Officers.

h) Every telephone extension has a person who is primarily responsible for calls from this extension. It is an offence to make outside calls from this person's telephone without his/her permission. PIN numbers to secure your extension are obtainable on request from the PBX Operators in Skukuza. Refer to Admin Officers in rest camps/regions for options on local systems in use. Alternatively you should keep your office locked.

i) All telephone equipment remains the property of SANParks and instruments are regarded as controlled items for Asset Control purposes. Should any instruments be moved or replaced by the maintenance technicians, the Assets Control Officer must be notified through the normal channels.

j) As telephone calls are one of the major expense categories for SANParks, staff members must be cost effective at all times when using a telephone:
   i. Where possible calls to cell phones must be restricted. A call from a Telkom line to a cell phone is more expensive than a Telkom to Telkom call.
   ii. Make sure that you have the right number and that you dial correctly. A wrong number also costs money.
iii. Ascertain beforehand to which person or department you would like to speak and keep to the point.

iv. Be polite and do not "procrastinate".

v. Don't wait indefinitely for an answer from an engaged line - rather dial a second time.

vi. Be cost effective even if it is a private call.

4.4 Linked Lines to Head Office

SANParks leases dedicated speech/data lines from Telkom for communication between Head Office and Skukuza. A fixed amount is paid per month for these lines, regardless of utilisation level. Staff members are urged to make use of these internal lines when phoning Head Office or other Parks. Only when the lines are out of order or in extreme emergencies, should trunk calls to Head Office be made. An engaged tone is not enough reason to make a trunk call.

5. Workshops and Machinery

The use of machinery in any of Technical Services, Conservation Services (Instrument maker), Flight Engineer or other workshops by unauthorised individuals, is prohibited. According to the Occupational Health and Safety Act and Regulations, workshops are registered as factories and only qualified, authorised personnel only may use machinery in their official capacity. The use of machinery by authorised personnel for private use without prior permission from the head of the workshop is not allowed.

6. Cemetery and Wall of Remembrance

6.1 General

A cemetery and wall of remembrance has been laid out at Kruger Gate. When somebody passes away the immediate family experiences a time of trauma and also have to decide where to bury their loved ones. These facilities have been established in the KNP in order to facilitate their decision.

The following persons qualify, should they wish to be buried in this cemetery/wall of remembrance:

All employees of SANParks employed in the KNP, who pass away during the course of their service.

Spouses and dependent children of all employees of SANParks employed in the KNP.
Employees and their spouses who retire after more than 10 years service in the KNP and then pass away.
All non-SANParks employees stationed in the KNP who meet the above requirements.
All meritorious cases, for example Executive Directors and members of SANParks.

6.2 Layout
The terrain will consist of a wall of remembrance as well as a conventional cemetery. No vertical tombstones will be allowed. Only small horizontal plates at ground level will be allowed. The Drawing Office will keep a plan with number of each grave in the cemetery. The wire cage covering the grave, wreaths and flowers arrangements will all be removed six months after the burial. The horizontal plaque can be erected anytime thereafter.

6.3 Management of Cemetery
The cemetery/wall of remembrance will be managed by a committee consisting of the Executive Director: KNP, the HOD: Technical Services and the Senior Manager: Human Resources. This committee will decide who may be and where persons will be buried, the costs involved as well as the layout and tombstones.

6.4 Scattering of Ashes and Memorial Plaques
The KNP management is often requested to allow people to scatter ashes of deceased loved ones in the KNP (by both staff members and tourists alike). This practice is allowed as long as no plaque or other physical structure is erected at the site or any burial in a container is required. Family members of a deceased person can donate money towards the erection of a bird hide or bench inside a rest camp. A memorial plaque can then be attached to the bench or side of the bird hide.

7. Kruger National Park Identification Cards
All KNP employees and permanent residents of the KNP must be in possession of a KNP identification card which must, at all times, be available on request. The card is a swipe card that must be produced at KNP entry gates to allow entry. The following persons qualify for ID cards:

a) All permanent residents of the KNP (this includes staff of all the supporting organisations such as concessions, SAPS, SANDF, Post Office, corporate bank, etc.).
b) All family of staff who reside in the KNP.
c) Parents and independent children of staff who reside with staff in the KNP.
8. The Use of Wilderness Trail Camps by Staff Members

Wilderness trail camps in the KNP are available on Saturday nights to SANParks staff members residing in the KNP as well as executive management staff members from Head Office and Parks Department. All other persons who would like to make use of this privilege have to be accompanied by a KNP staff member. Each individual staff member is restricted to a maximum of four reservations per year.

Since these areas are very sensitive it is necessary to apply certain restrictions. The following conditions apply:

a) The trails camp must preferably be booked a week in advance with the Secretary to the HOD: Conservation Services.

b) Proof of payment must be provided before the booking can be confirmed.

c) The Section Ranger in whose section the camp is situated must be notified in advance.

d) The camp may be occupied between 12:00 Saturdays and 10:00 on Sundays.

e) All supplies, food, drink, firewood, bedding, crockery, cutlery, pots and pans, lights, etc. must be taken along.

f) Trail supplies may under no circumstances be used.

g) The trail camp bedding and towels may not be used.

h) Saturday is the chef’s day off and s/he cannot be of service to you.

i) The trail camp freezer may be used, on condition that everything is left in a clean condition. It is however advisable that you bring your own cooler boxes with drinks and food as the camp freezer may have other foodstuff in.

j) Rubbish may not be left and must be carted away. Please bring your own refuse bags along.

k) The camp must be left in a clean and neat condition.

l) No walking in the veld outside the camp fence is allowed.
O. Utilisation of KNP Facilities by Outside Organisations

1. General Rules

Certain written rules exist for the management staff of small communities close to Skukuza in terms of them using the facilities provided by SANParks. These rules are applicable to Lisbon, Protea Hotel Kruger Gate, Sabie Park and Sabie Sand Wildtuin. The rules allow normal access to the Post Office, Police, the bank, the church, doctors, as well as Airport visits during normal day hours. The use of the Airport, according to the existing rules and permits, will continue. This section describes those rules.

a) The above-mentioned people are allowed (within the written rules) participation in all facets of Skukuza community life as well as the use of SANParks and other facilities in Skukuza.

b) All other outsiders must pay the normal entrance fees when they want to make use of the facilities in Skukuza like any other visitor, or use a WILD Card. This includes normal routine visits to the doctor. For emergency visits to the doctor any person may, without paying the entrance fee, enter the KNP, and every bit of assistance will be given to such a person. The doctor will hand a note to these people confirming that it was indeed an emergency. Without this written confirmation, these people will be liable to pay entrance fees on departure from the Park.

c) People living outside the KNP will be permitted to join the sport clubs in the Park provided the constitution of the relevant sport club allows for it and the Kruger National Park Sports Council (KNPSC), which regulates sport activities in the KNP according to its constitution, condones it. This includes permanent staff living outside the KNP e.g. Pensioners and staff from Head Office.

d) Organised sports teams will be allowed to compete against local sports teams in the KNP under the existing rules. Free entry for the sportsmen/women and their immediate family will be granted, but all other outsiders will have to pay the normal entrance fees. Sponsored days at the Golf Club will be treated as organised sport. The sponsors and their immediate families, as well as participants, who were invited, as well as their immediate families, will also be granted free entrance.

e) Entry for all these people must be arranged according to the correct procedures. All other persons shall pay the normal entrance fees.
f) For people from outside who have been invited to deliver a service to staff members (for example specialised trainers, clerics, etc.) free entry can be arranged by means of a permit arranged through the relevant Regional Office or Corporate Office.

g) The lapa facility at Phalaborwa is not available to outsiders except Phalaborwa (Bushveld) Honorary Rangers and Phalaborwa Bird Club for their regular pre-arranged meetings. For any other users the following would apply:

i. Any other visiting group must have prior permission via the Phalaborwa Section Ranger and must be accompanied by a SANParks employee at all times during their meetings.

ii. A SANParks employee will have to arrange entry for such a group and will be responsible for their behaviour.

iii. No social celebrations by outside groups will be allowed.

iv. Noise must be limited at all times.

2. Lisbon, Protea Hotel, Sabie Park and Sabie Sand

2.1 Visits to the Park – General

Visits from management staff at Lisbon, Protea Hotel, Sabie Park and Sabie Sand Wildtuin to the KNP using Kruger Gate (or Toulon Gate in the case of Sabie Sand management staff) fall into two clearly distinguishable categories and it is essential that this is understood and accepted:

- Official and social visits to Skukuza, KNP staff members and facilities such as the school, church, shop, SAPS, doctor, Post Office, bank and sport activities. This need is realised and rules are therefore made for free access in this category.

- The utilisation of facilities offered to tourist guests of the KNP, i.e. game watching, overnight stays in rest camps and the use of restaurants. Staff members from the above-mentioned organisations, who wish to visit the Park for this reason, will have to pay entrance fees like any other visitor, or make use of a WILD Card.

2.2 Official Visits to the Park during Official Gate Hours

An official transport document (two copies) will be given to the Manager of the respective organisations, who will be responsible for the keeping and application thereof. The document will be phrased as follows: "Free Entry Permit – To whom it may Concern. Permission is hereby given to (name of the organisation) for free entry via Kruger Gate for official purposes. Vehicle registration numbers of the vehicles that will be allowed. Permission is granted under the following conditions:"
a) Valid for one year only.
b) The permit must be kept in the vehicle at all times.
c) This permit is valid for the holder, his/her immediate family and legally employed employees only. Other passengers must pay upon entry.
d) The normal tourist speed limits (50 km/h) and all other rules and regulations are applicable.
e) The permit must be returned to Protection Services on the date of expiry.
f) The permit is not transferable.
g) The Manager of the respective organisations or any person delegated by him/her must hand this document to the driver of any vehicle who is sent on official business to the Park. This document must always be produced on demand.
h) Official trips, as agreed, include the following: social visits to friends in Skukuza, school, church, SANDF, airport, SAPS, post office, bank and sport facilities as well as visits to the staff shop.
i) When any other transport is used by staff of these organisation, for example private vehicles, arrangements must be made beforehand at the Protection Services Office, and if the request is justified, an entrance number will be given to the tourist officer at Kruger gate. The name of the person, number of people, the date and the reason for the visit will be noted in the entrance number register at Protection Services and Kruger Gate.
j) All other persons (guests of staff and non-resident staff of Lisbon, Protea Hotel and Sabie Park) must pay the normal entrance fees or make use of a WILD Card. This includes both official and private vehicles.
k) Every driver is expected to report to the Tourist Officer at Kruger gate, so s/he will know exactly who is entering the gate.
l) If staff of the above-mentioned organisations is found to misuse this privilege for game viewing purposes, the privilege will be withdrawn for the specific organisation.
m) In the case of medical emergencies any person will immediately be allowed through Kruger gate without prior arrangements having been made. It is however imperative that the driver of the vehicle makes sure that the doctor signs and dates the entrance permit on departure. The latter must be handed to the official at the gate. The official at the gate will report to Protection Services as soon as possible to obtain a free entrance permit for entering in the register.

2.3 Official Visits to the Park after Official Gate Hours

An official transport document (two copies) will be given to the Manager of the respective organisations, who will be responsible for the keeping and application thereof. The document will be phrased as follows: “Free Entry Permit – To whom it may Concern.”
Permission is hereby given to (name of manager), an official of the (name of organisation), for free entry via Kruger Gate for official purposes. ID No. Vehicle registration No. Permission is granted under the following conditions:

a) Valid during all hours for one year only.
b) The permit must be kept in the vehicle at all times.
c) This permit is valid for the holder, his/her immediate family and legally employed employees only. Other passengers must pay upon entry.
d) The after hour speed limit is 40 km/h.
e) The permit must be returned to Protection Services on the date of expiry.
f) Not transferable.
g) This document expires when the person mentioned above resigns from the relevant organisation.
P. Entrance Control in the KNP

1. Entrance Gates – General

Entrance to and exit from the KNP is only legally allowed through one of the official entrance gates, unless persons are authorised to use another entrance or exit point. When entering or exiting you have to present your KNP ID card to the gate guard on duty.

Guests may also only make use of official entrance gates and the necessary entry arrangements must be made beforehand. Please take note of the following conditions:

a) No official visitor or guest to the KNP who arrives after closing time at entrance gates, will be allowed to enter the Park if s/he is not met by a SANParks employee or permanent resident of the KNP. The official visitor or guest may then travel in his/her own vehicle to his/her destination accompanied by the employee. In these instances, late permits must be arranged beforehand by the host. Only in emergencies, such as sickness or a SAPS investigation, will anybody be allowed to enter after closing time without an official late permit.

b) All vehicles (including those belonging to staff, their guests and tourists) will be subjected to a physical routine search by security at all identified gates when entering or leaving the Park. This is necessary for the protection of wildlife (disease control), loss control, safety and security of tourists and prevention of all forms of inherent risks. The driver of the vehicle must open the trunk of the car and be present while security personnel carry out the routine search. Failure to comply with this directive may lead to disciplinary action being taken or refusal of permission to enter or exit the Park.

c) Family members or friends who transport dependent children or parents to and from the Park and who will be staying at the staff member's home for the duration of their visit can enter if in possession of a free guest entry permit.

d) Temporary staff members residing inside the KNP may apply to the Protection Services or local Human Resources office once a month for one guest permit for free entry of their guests. No more than 12 guest permits will be issued to any temporary staff member per year.

e) If a staff member conveys guests into the Park in his/her private vehicle, or if a guest enters the Park driving a staff member's vehicle, these guests are still subject to the stipulations of the guest permit system just as if they had entered the Park in their own vehicle.
f) A parent of minor children who are not in his/her care but who live permanently in the KNP, are entitled to free entry.

g) In cases where guests visit staff members and then reside at the home of a staff member during their visit to the Park are liable to pay the normal conservation fees for the nights not staying with a staff member at the Camp's that they will be visiting, the entrance permit must be endorsed by the host stating the number of nights that the guests spent in his/her home. Should this not be done, the guest will be charged conservation fees and camping fees for the nights not recorded on their reservation during the duration of their visit to the Park. The entrance permit need not be signed if the unofficial guests only visit for one day.

h) Guests entering the Park as visitors of a staff member may take up accommodation in a rest camp after leaving their host but will be liable to pay the prescribed conservation fees for the period not staying with staff member. Once the guest/s depart from the host's residence, they are then entitled to pay the prescribed conservation and accommodation fees.

i) Guests staying over in rest camps before visiting staff members will have to pay the normal conservation fees at the gate of entry, or make use of a WILD Card.

j) If staff members neglect to arrange free entry in time, visitors will either have to pay the normal entrance fees or entry will be refused. It is not the duty of the Tourist Officers to phone and obtain permission for entry, and staff members will be held responsible for visitors who misbehave under these circumstances.

k) PLEASE NOTE: Official visitors of staff members, visiting parents/children and sport teams, may only enter the Park with N-numbers obtainable from regional offices. In these cases the other entrance numbers are not applicable.

l) As far as access for Concessionaires is concerned please refer to the Concession Manual as well as the Concessions After Hours Travel Policy.

1.1 Paul Kruger Gate

For the normal day time travel arrangements, see Section 1 above. The after-hour use of Kruger Gate is for the convenience of personnel living permanently at Skukuza and permission to use this road to the gate (after hours), without official consent, is subject to the following conditions:

a) The after hours speed limit on this road is 50 km/h.

b) Only vehicles belonging to staff members with the official “Koedoekop” emblem disc attached to the windscreen will be allowed to enter or leave the gate after hours. Should the vehicle not have a disc (for example a new vehicle or rental vehicle)
arrangements must be made with someone to take a late permit to the gate (to the Security Officer at the gate).

c) The use of the gate after hours is a concession that is only applicable to personnel living permanently in the KNP and not to guests and independent children of staff members. A permanent arrangement may however be made at Protection Services for children of staff members to enter after-hours.

d) When staff members accompanied by guests or other unauthorised persons in their own or unauthorised vehicles use the road and gate after-hours, a late permit must be obtained beforehand from the Conservation Services Offices.

e) In bona fide cases where a person that is not employed by SANParks has to use the road after-hours, a late permit must also be obtained beforehand from this office.

f) In all cases where unauthorised persons leave the Park after hours, the late permit must be handed to the night shift Security Officer after the register has been signed. If returning the same night, the late permit must be kept and only handed to the Security Officer during the return trip.

g) No late permit will be issued for guests arriving after hours, unless the staff member produces an entrance permit for the guests (obtainable at reception or issued against a free guest permit).

h) Guests brought in and taken out of the Park by staff members after hours without any record, is not acceptable. In case of an emergency a late permit will be issued on condition that a free permit of authorisation is obtained from Reception the following morning. Personnel that deliberately bring guests into and out of the Park without entry permits may face disciplinary action.

i) Guests arriving at entrance gates without the valid free permits of authorisation will be liable to pay the entrance fees before leaving the Park.

j) The road and gate may only be used for bona fide trips out of and into the Park.

k) Under no circumstances may staff members, alone or accompanied by guests, use the road for pleasure trips or game viewing after official closing times.

l) Anyone passing through Paul Kruger gate after-hours has to sign the Official Register and supply the relevant information regarding name, vehicle registration number, time of departure or arrival and the number of people in the vehicle. This information must be legible and the Security Officer be treated with the proper respect and courtesy at all times.

1.2 Airport and Toulon Gates

The Skukuza Airport gate is not the same as the other entrance gates although it is an official entrance gate. The reason being that the road on the other side of the gate is a private road and is therefore not accessible to the public (or Skukuza personnel). The
Toulon gate is on the western boundary of the Park and is manned by a Sabie Sand Gate Guard. Procedures for the use of the Airport/Toulon gates to Sabie Sand Wildtuin are as follows:

a) People can use this road to go to Sabie Sand Wildtuin only by invitation from the landowners (Mala Mala and Sabie Sand Wildtuin) - no one is allowed to drive on these farms without their permission.

b) A Toulon permit must be obtained from the Corporate Reception office.

c) The Toulon permit must be shown to SANParks Gate Officer at the Airport gate and the register must be signed.

d) Show the Toulon permit to the Sabie Sand Wildtuin Gate Guard on the KNP/Toulon boundary and sign the book.

e) When returning from Sabie Sand Wildtuin your host must issue a red Toulon permit to you to allow you to exit the Sabie Sand Wildtuin and get back to the KNP.

f) Sign the book at the Toulon Gate Guard.

g) Hand the red Toulon permit to SANParks Gate Guard at the Airport and sign the register.

1.3 Phalaborwa Gate

The following conditions will be applicable at Phalaborwa Gate and Staff Village:

a) Any person residing in the Phalaborwa Staff Village and wanting to make use of the Phalaborwa Gate has to be identifiable by either a KNP staff ID card, official photo permit or documented proof of official entrance into the KNP. Any residential vehicle should be identifiable by means of a Koedoekop disk, or vehicle permit, issued by Protection Services at Skukuza.

b) Only identifiable staff members by means of an ID card or photo permit and in possession of a valid Phalaborwa Staff Village vehicle identification disc, displayed on the vehicle’s windscreen, will be allowed to enter/exit the Park at the after hours gate until 22:00. Any staff movement through this gate after 22:00 until official gate opening time must be recorded in the Gate Register.

c) Visitors that entered the Park with a free entrance permit, WILD Card or by paying Conservation Services fees, may exit and re-enter the Park during the period of their visit to the Staff Village (e.g. town visits) but must be in possession of their entrance permits that must be endorsed by the staff member or official visited during official gate times. Such after hours travel must be pre-arranged by the staff member or official with the Security Officers on duty at the time.
d) Official visitors to the Administration Offices at Phalaborwa must be in possession of a pre-arranged free entrance permit from the Regional office and to be obtained from the Gate Office during official gate hours.

e) Occasional social visits by visitors to a residing resident for part of the day and not staying over in the Staff Village must be in possession of a prearranged free entrance permit. In the case of after hours visits to staff members it is the responsibility of the staff member to inform the Security Officials on duty of such visits who will have to complete a movement control document on arrival to be handed over to the staff member visited who in turn has to sign the document and to indicate the time that his/her visitor leaves the Park which has to be handed over to the Security Officer by the visitors when leaving the Park.

f) After hours, emergency service providers will be allowed entrance and exit through the gate provided that the official requesting such services will make prior arrangements with the Security Officials on duty at the time and to provide detailed reasons for such a visit. The official is also responsible to inform the Section Ranger of such movement the following morning and to obtain an official entrance number from the Regional office to be supplied to the Gate Officials for record purposes.

g) Cultural, social, church, or official groups making use of the Phalaborwa Club facility, or facilities elsewhere in the Staff Village will only be allowed entrance if in possession of a prearranged official entrance permit to be obtained from the Regional Office. The Phalaborwa Club facility and any other area in the Staff Village have to be vacated by not later than 22:00.

h) FOSKOR/PMC/DWAF staff members who enter the Park to take water samples on a regular basis as well as ESKOM and Telkom service staff to provide maintenance service to their equipment must obtain approval in advance from the local Section Ranger and their vehicles will be checked whenever deemed necessary.

i) The Nhlanganani Arts and Craft shop officials must be in possession of an official KNP ID card and are not entitled to visit the Park free for leisure purposes.

j) Other State/Provincial departments (including SANDF and SAPS) must be in possession of a pre-arranged free entrance permit from the Regional office and to be obtained from the Gate Office during official gate hours.

1.4 Other Entrance Gates

Staff members living close to Malelane, Crocodile Bridge, Numbi, Orpen, Punda Maria and Pafuri entrance gates may pass through at all hours without a late permit. This permission is valid only for persons travelling in and out through the gate concerned and
not for after-hour game viewing. The shortest possible route to the gate must be used. This permission includes the following staff:

- Malelane Gate - Malelane and Berg-en-Dal staff members
- Crocodile Bridge Gate - Crocodile Bridge staff members
- Numbi Gate - Numbi and Pretoriuskop staff members
- Orpen Gate – Orpen, Hoheisen, Pirrow and Kingfisherspruit staff members
- Punda Maria - Punda Maria staff members
- Pafuri – Makuleke and SAPS staff members

All staff members living further away in the Park may not use these or other gates freely and must be in possession of a late permit which is available from the local Section Ranger or Conservation Services offices.

All late permits must be obtained timeously and during office hours. Section Rangers are in possession of late permit books at their homes, but may only be troubled after-hours in case of an emergency. It is important to note that late/early permits will only be issued in emergency or exceptional circumstances. Everyone passing through the gate after-hours must complete the Security Officer’s register.

2. Rest Camp Gates

2.1 Skukuza Rest Camp Gate

Regulations for after-hour entry to Skukuza rest camp are as follows:

a) The rest camp gate will be manned each day from the official closing time to the official opening time.
b) Except for official trips all entries and exits after 22:00 must be covered by a late permit.

2.2 Other Rest Camps

No person may leave any rest camp after closing time without a late permit and without signing the register in the possession of the Security Officer. The exception is where staff members have to travel between the rest camp and the Staff Village (e.g. Letaba). The shortest route must be followed and no travelling is allowed to any other part of the KNP, or on game drives. Persons arriving late at a rest camp gate must report to the local Section Ranger if not in possession of a late permit.
3. **No-Entry Areas**

3.1 **Management and Patrol Roads**

Staff members are not permitted to travel along management and patrol roads where a signboard or any barrier indicates that such a road is closed, unless they have arranged beforehand to do so. **When firebreaks or no-entry roads are going to be used, the Section Ranger must be informed prior to this being done and the reason, date and route must be provided. Permission must be given by the relevant Section Ranger for any unscheduled after-hours trips and other similar unusual activities.** It may be that s/he is busy with an anti-poaching exercise in that area and unplanned vehicle movement may jeopardize the operation.

Where urgent journeys were undertaken and the Section Ranger could not be informed beforehand, it should be done as soon as possible thereafter, either directly or through the Emergency Call Centre. All refuse dumps are out of bounds to all staff members and visitors with the exception of those staff members directly involved with the management of these areas.

3.2 **Wilderness Trail Areas**

Wilderness Trail guests are paying for a wilderness experience and this should be respected at all times. Wilderness Trail areas may therefore not be entered under any circumstances without prior permission from the local Section Ranger, both for official purposes or private trips.

Official flights over wilderness areas where trails are being conducted are not permitted unless prior notification to the local Section Ranger and Trails Ranger has been made.

4. **Guests of SANParks and Staff Members**

4.1 **Official Guests of SANParks**

Free entry is granted to visitors who are on official business in the Park (when they have been invited to deliver a service to the Park) **but not to their spouses, children or any other persons accompanying them in the vehicle.** This includes Telkom and ESKOM employees. This entry is only applicable during normal gate times and not after hours. The normal tourist speed limits apply.
Free entry of such official visitors must be arranged in advance by the relevant Regional Manager or Section Head (CS - Conservation Services, M - Human Resources, B - Tourism, F - Finance and T - Technical Services, as well as regions numbers).

4.2 Guests of Staff Members

Every permanent staff member residing inside the KNP (SANParks, SANDF, SAPS, car hire agent, bank, Post Office, etc.) is issued annually with a booklet containing 12 free guest permits, which allow his/her guests free entry into the Park for bona fide visits to the staff member alone.

If circumstances dictate that additional guest permits for free entry are necessary, such a request must be directed to the Senior Manager: Human Resources, together with a motivation. Over and above the 12 free guest permits issued to staff members annually, parents and independent children are allowed free entrance at all times provided they have applied for ID cards and have the cards with them on arrival at the gate. Any of the following three procedures must be adopted for free admission of guests:

a) A permit may be forwarded to the guest beforehand. On arrival at the entrance gate, the guest must hand this permit to the Tourist Officer who will issue a free entrance permit. This procedure is the most convenient for all concerned and should be adhered to as far as possible.

b) Should it be impossible to send a permit to a guest beforehand, it must be forwarded to the Tourist Officer at the gate of entry before the guest's arrival. A free entrance permit will then be issued to the guest at the gate on the arrival of the guest.

c) If neither of these conditions can be complied with, the procedures set out in the next 2 sections (4.3 and 4.4) may be followed.

4.3 All Personnel Living near Rest Camps

A free guest permit may be taken to the rest camp reception office where a free entrance permit will be issued. The original will be handed to the host. The following procedure applies:

a) The staff member must fax the free entry permit to the gate concerned.

b) If the fax line is out of order s/he must inform the gate by phone that an entrance permit was issued as well as the number thereof.

c) The officer at the entrance gate will then complete a green permit cover, endorsed with the visitor's name and the entrance permit number as an admission document.
d) The host must add the dates of the visit, and sign and attach the entrance permit to the green cover in order to obviate problems when leaving the Park.

e) Should the host fail to hand the entrance permit to the guest, the guest will be charged entrance fees when leaving the Park.

4.4 Personnel not Resident near Rest Camps

This section applies to the following Section Rangers: Pafuri, Vlakteplaas, Shangoni, Woodlands, Mahlangeni, Houtboschrand, Tshokwane, Stolsnek and Nwanetsi, as well as foremen of working squads who are living semi-permanently with their families in the veld. The following must be complied with:

a) Only the above-mentioned persons are entitled to contact the different entrance gates directly to arrange for the issue of a free entrance permit.

b) It is an expressed condition that a guest permit be attached to the free entrance permit by the host when the guests is on his/her way out again, and that the guest departs via the same gate of entry. Should this procedure not be adhered to, the guest will be charged entrance fees when leaving the Park.

c) Staff members must please realise that gate officials cannot be expected to communicate with relevant staff members by phone or radio during peak visiting periods to ascertain proof of identity of a staff member's guest. The onus therefore rests on the staff member and the guest to make proper arrangements beforehand in order to avoid any embarrassment and annoyance.

4.5 Parents and Independent Children of Staff Members

The following will apply:

a) Permanent entrance permits may be arranged for parents or independent children of staff members who visit them regularly, for the entrance gate closest to the staff member concerned.

b) This entrance permit will be in the form of an ID swipe card, which is available from Protection Services. The staff member requesting such a permit must submit the full particulars of the person requiring the permit to Protection Services, who takes an electronic photo of the person and issues the ID card.

c) This card must always be presented to the gate security guard on entrance at the gate for purposes of identification, and is suitable for use at any gate, but only for visits to the staff member and not for holiday visits.
d) The cards are only for entrance during normal gate times, unless accompanied by the relevant staff member.

e) These guests must reside at the staff member's dwelling. Should they make use of accommodation in rest camps, they will be required to pay the normal entrance fees.

f) Staff members must strive to limit visitors to during long weekends and school holidays to one family at a time per household.

4.6 **Guests on Day Visits to Staff that Live near Park Borders**

In the case of social visits by guests to a staff member at his/her home for part of a day or night, not sleeping in the Park and entering and leaving the Park through the same gate, please note the following:

a) Staff members need not make use of their 12 free permits for these guests.

b) A register of these guests must be kept by Protection Services Skukuza or by the gate concerned.

c) Prior arrangements must be made to ensure that the tourist officer at the gate, or the gate guard (after-hours), is aware of the guests entering the Park.

d) This concession is applicable to staff members residing at Skukuza, Phalaborwa (refer Phalaborwa's own arrangement), Malelane, Berg-en-Dal, Pretoriuskop, Crocodile Bridge, Kingfisherspruit, Orpen and Punda Maria, subject to the following conditions:

e) Staff members at Skukuza and Berg-en-Dal must obtain permission for these guests from the Corporate offices who will organise an entry number at the gate concerned.

f) After-hour visits of this nature are not allowed for Skukuza and Berg-en-Dal. In these cases a late permit must be obtained from Conservation Services offices or the local Section Ranger, and the staff member concerned must accompany these people from and to the gate personally (also see control at specific gates for possible exceptions).

g) Prior arrangements must be made through the Corporate offices or the local Section Ranger, who will arrange at the entrance gates for entry of these guests.

h) As a matter of control this concession will not be allowed over long-weekends or school holidays.

4.7 **Deliveries to Staff Members**

Should firms deliver or fetch items such as refrigerators, furniture, lawnmowers or any item too large to be transported in private vehicles, free entrance will be allowed at the nearest entrance gate provided that:
a) Such transactions must be restricted to weekdays, i.e. Mondays to Fridays. No free permits will be issued during weekends or public holidays.
b) The staff member concerned must sign the entrance permit of the delivery vehicle.
c) Should his/her spouse, children or friends accompany the representative of a firm, they will have to pay the normal entrance fees.

4.8 Visiting Sportsmen/Women and Sports Teams

Visiting sportsmen and women are allowed to visit the KNP to compete with local teams or take part in local sport activities. The Kruger National Park Sports Council (KNPSC) regulates sport activities in the KNP according to its constitution and the following conditions apply:

a) Affiliation to any sport club by people not residing in the KNP should be according to the KNPSC Constitution, which in turn makes provision for the sporting codes. Membership to sport clubs should be according to the KNPSC constitution.
b) Visiting sports teams will only be allowed to travel during official gate hours.
c) KNP sport teams passing through other gates that Kruger Gate should abide to normal travelling times and speed limits. No late travelling for returning KNP teams will be allowed at all.
d) No sports teams will be allowed in during a long weekend without permission from the Executive Director: KNP.

4.9 After Hours Travel of Guests of Skukuza Personnel

Guests of personnel are not allowed to use any roads outside the Staff Village after closing time (this includes independent children of personnel). When guests of staff members are travelling to and from the Skukuza rest camp after closing time, prior permission must be obtained from the Corporate office upon which a late permit with the date will be issued to the guest. This late permit is only applicable for travel between the Staff Village and the Skukuza rest camp and back. It is however preferable that guests be transported in the staff member's private vehicle after closing hours.
Q. Travelling and Transport

1. General

The following general conditions apply:

a) No person (staff member, SANDF, contractor, SAPS, concessionaire or guest) may transport passengers in a vehicle without the appropriate rails, especially on roads accessible to visitors.

b) Convertible vehicles are not allowed to be driven with open roofs in the KNP and game viewing through sunroofs or hanging out of car windows or sitting out of car windows is not allowed.

2. Travelling Times

A serious increase in road kills at night (especially night jars, owls, dikkops and scrub hares) has been recorded lately. For this reason staff members must undertake all official and private journeys inside the KNP during normal gate times. In case of real emergencies or unforeseen circumstances, an official late permit may be requested from the local Section Ranger or delegated colleague from where the journey will commence, to travel before or after gate closing time. The following rules and regulations are applicable:

a) Without the permission of the Executive Director: KNP or an official of the Department of Conservation Services or the relevant Section Ranger or as part of an official night drive activity, no unauthorised person may be at any place in the Park except in a rest camp or in a residential area, before official opening or after closing times of the gates.

b) Any staff member who, due to the execution of their duties is compelled to travel outside normal travelling times, must before the time discuss this with the relevant Section Ranger and be granted permission to do so in the form of a late permit. The late permit must be taken with when undertaking the journey.

c) Late permits must be obtained during normal office hours and only in case of an emergency may officials be bothered after hours or during weekends.

d) If such permission has been granted by any person other than a Section Ranger, this travelling must be communicated by the traveller to all Section Rangers through whose Section this travelling will take place, prior to the travelling being undertaken. It remains the obligation of the staff member to inform all applicable Rangers en route,
beforehand, of the planned trip, whether it is official or private, either telephonically or per radio.

e) In case of an emergency where it is not possible to notify the Section Ranger in time, s/he must be informed within 24 hours afterwards.

f) **No employee who spends the night in or works in a rest camp, Staff Village or living quarters may leave such area outside the normal travelling hours without the necessary early/late permit obtainable from the local Section Ranger, except when travelling on authorised roads.** The employee must also sign the book kept by the night shift Security Officer, where applicable.

g) If the Section Ranger is not available the Emergency Call Centre at Skukuza must be informed. **The Emergency Call Centre must log all these calls for possible future follow-up purposes.**

h) Work schedules must be planned to avoid late travelling. If it its foreseen that work may only end late, plans must be made to sleep over.

i) Amongst others, Section Rangers have been mandated by the Organisation with the controlling and managing of late travelling in the KNP, and regular road blocks and movement control will be arranged in conjunction with Protection Services and CIS.

j) **Guests and children of personnel may not travel on public roads after hours unless a staff member to whom the necessary permission has been granted accompanies them. Independent children of personnel stationed at Skukuza, may apply at Protection Services for an after hours permit to pass through Kruger gate (only for visits to their parents).**

### 3. Vehicle Identification

#### 3.1 Private Vehicles

a) For identification purposes and to gain entrance at KNP entrance gates and rest camps after hours, each permanent or contract staff member or permanent resident of the KNP, must affix an official Koedoekop ("kudu head") disc (emblem) to the inside of the windscreen of their private vehicle (obtainable from Protection Services).

b) **New employees (or first issues) will be given the necessary letter of employment and be referred to Protection Services by the Department: Human Resources. Replacements or disks for additional vehicles must be obtained directly from the Protection Services offices.**

c) A Koedoekop will only be issued to permanent personnel/residents of the KNP and only if the vehicle is registered in the specific person’s name and if the person is in possession of a valid driver’s licence. **No children, dependent or independent, may obtain a disc.**
d) **Under no circumstances** will emblems/discs be issued to students or to temporary personnel.

e) **This disc remains the property of SANParks and must be returned to the Protection Services office upon resignation.**

f) For permanent residents at Phalaborwa an additional ID disk is applicable (see entry gate procedures for Phalaborwa staff).

### 3.2 Official and Subsidised Vehicles (including Tool of the Trade Vehicles)

Magnetic decals that can be affixed to the doors of vehicles are available for staff that qualifies for a vehicle allowance, Tool of the Trade vehicle or are authorised to display the decals. The following conditions apply:

a) No other private vehicles are allowed to have the decals, unless authorised to do so (e.g. students working research projects in the Park).

b) The provision of the decals will be controlled by Protection Services and a database will be kept of all vehicles allowed to have the decals.

c) When applying for decals, authorisation to display them must be proven by a letter signed by the Executive Director, indicating that the person is delivering a service to SANParks (research project, etc.) before Protection Services will authorise the issuing of the decals.

d) **This letter must be kept in the vehicle at all times.**

e) The decals may only be used inside the KNP, and not on private trips in the areas and towns around the KNP.

f) The decals remain the property of SANParks and must be returned when a staff member leaves the employ of the Park.

### 4. Accidents

To obviate liability in case of an accident, persons not employed by SANParks may not be transported in SANParks vehicles (excluding staff members' family and then only when the prescribed indemnity forms have been completed). If guests are taken along it can only be done with prior permission from the Executive Director or HOD: Technical Services. In all such cases the necessary indemnity forms have to be completed.

When any employee travelling in an official or private vehicle is involved in an accident with another vehicle an animal or an object, the accident must immediately be reported. If it is an official vehicle it must be reported to the nearest Section Ranger, Protection Services, Traffic Enforcement Section and the Fleet Manager and in accordance with the requirements of the Outsourced Vehicle Fleet Service Level Agreement.
5. **Driver’s Licences**

This section is applicable to all SANParks employees who have SANParks vehicles or vehicles from the Fleet Service provider permanently assigned to them as well as staff members in charge of the allocation of SANParks vehicles:

*No person* may drive a SANParks vehicle or vehicles from the service provider (including tractors in rest camps and elsewhere), unless licensed to do so. It is the duty of every manager to ascertain that employees are in possession of the appropriate licence before permission is granted to drive a vehicle.

Strict measures will be taken in cases where permission was granted to a person to drive a vehicle without the necessary proof of licensing and where damage was caused. The manager that granted permission will be held liable.

6. **Conditions for the Use of Vehicles from the Service Provider**

Each employee in charge of, or who drives an official vehicle (i.e. a vehicle provided by the service provider) must sign an agreement to the following conditions for the use of vehicles from the service provider:

a) No official vehicle may be used without the authorisation of the Vehicle Fleet Contractor.

b) No alcohol or drugs may be used when driving an official vehicle.

c) After-hours and during weekends official vehicles must be parked inside a fenced-in area and if possible, under cover. This excludes vehicles in the veld or where special permission was granted by the Executive Director: KNP or someone delegated by him/her.

d) Any accident, minor or otherwise, must be reported and an accident report filled in accurately and handed to the Lead Fleet Manager and Vehicle Fleet Contractor in accordance with the Service Level Agreement within 24 hours. The accident report must be completed as accurately as possible and forwarded/faxed to the vehicle fleet service provider. All accidents must also be reported to the Emergency Call Centre on telephone number (013) 735 4325 or radio call sign 0555, as well as the Section Ranger.

e) Any serious accidents, especially where injuries and/or visitors/guests are concerned, must be reported to the nearest SAPS Station as well as Protection Services.

f) The National Road Traffic Act is applicable in the KNP. All traffic rules must be adhered to. Fines will be payable by transgressors.
g) Make sure that the licence disc, emblem and the vehicle’s registration number are clearly visible.
h) Before undertaking any journey, the vehicle must be checked for obvious faults by the driver and the prescribed inspection report completed. Any faults should be logged and reported to management immediately.
i) The vehicle must be clean and tidy at all times.
j) All requirements as stipulated in the Vehicle Fleet Contractor’s contract must be adhered to.
k) The latest service sticker must be displayed and available when inspections are done.
l) Faults must be reported without delay.
m) Tyre condition and pressure as well as the radiator, battery and oil levels must be checked regularly.
n) Check that the fuel, radiator and oil caps are replaced.
o) The logbook must be completed accurately and submitted on time as required.
p) Fuel coupons must be completed correctly with the correct odometer reading, and must be submitted with the log sheets.
q) Journeys should be planned carefully and the shortest or most practical route taken.
r) Journeys booked to unauthorised budget votes will be charged to the account of the transgressor.
s) Always be careful, discerning and considerate when driving.
t) Keep to the appropriate speed limit and be especially considerate when passing visitors (see Section 8 of this chapter).
u) Keys must never be left in a parked vehicle.
v) All enquiries must be directed to the Fleet Manager.
w) Authorisation from the Executive Director: KNP or designated person to utilise official vehicles after hours, weekends and during official hours outside the Park’s official boundaries needs to be available in the vehicle when leaving the entrance gate.
x) Drivers of official vehicles must at all times wear uniform and must obey the Uniform Policy.

7. Traffic Codes and Speed Limits

7.1 General

All SANParks employees and residents of the KNP, whether driving an official or private vehicle in the Park, are always expected to set an example to other road users. Although personnel and residents are allowed to drive at higher speeds than the visitors do, this can sometimes be very irritating to our visitors and great care should be taken to do so as unobtrusively as possible.
Another vehicle must be approached and passed at a reduced speed, slowing down as soon as an oncoming vehicle is sighted, and only accelerating to the permissible speed once other vehicles are out of sight. Extra consideration must be given when passing vehicles parked watching animals or birds, with these vehicles being passed very slowly (see Section 8).

7.2 Speed Limits for Personnel

Speeding by staff members has become a huge embarrassment for SANParks! Your 100% cooperation is required to change this situation around. If the situation does not change SANParks will have to reconsider the maximum allowed speed limit in the near future. To control this problem the following rules apply:

a) The official speed limit in the KNP is 50 km/h for tarred roads and is applicable to all tourists, visitors and staff and it is accordingly an offence for anyone to exceed this speed limit on a tarred road.

b) However, at the sole discretion of SANParks, tourists and visitors are allowed a leeway up to 60 km/h for tarred roads before they are prosecuted for committing the offence of exceeding the set 50 km/h speed limit. Staff members of SANParks are allowed a leeway of up to 65 km/h before they are prosecuted for committing the offence of exceeding the set 50 km/h speed limit. The leeway granted is purely discretionary and in no way amounts to an amendment of the law. If the leeway is breached the law will be fully enforced as if no leeway had been granted.

c) Thus all SANParks staff members will be prosecuted for committing an offence of exceeding the set 50 km/h speed limit if they exceed a speed of 65 km/h outside rest camps and Staff Villages of the park. Please note that there is no leeway to 75 km/h as is believed by some! Traffic officers have strict orders to fine/prosecute and report transgressors that drive faster than 65 km/h and in this instance to prosecute on the basis of a transgression of the legally set 50km/h speed limit and not the 65km/h discretionary limit set by SANParks.

d) Notwithstanding what has been set out above, the official speed limit of 50 km/h on tarred roads will be strictly enforced for all tourists, visitors or staff members of SANParks after the official closing times of the park e.g. between Skukuza and Kruger Gate. No travelling will be done in excess of 50 km/h in the park during these times. No leeways are permitted in this instance.

e) The official speed limit on gravel roads is 40 km/h. This applies to all tourists, visitors and staff. No leeway or deviation from this whatsoever is granted to anyone. Every person exceeding this limit on gravel roads will be subjected to prosecution.
f) In rest camps and Staff Villages, the speed limits advertised in and/or prescribed for these camps and Villages must be adhered to at all times. Again no leeway will be permitted in this instance.

g) Official visitors to the KNP such as delivery vehicles, representatives, Telkom & ESKOM, contractors, sport clubs and church groups, etc. must observe the normal tourist speed limit of the specific road the person is travelling on (50 km/h for tarred roads and 40 km/h for gravel roads). No exceptions will be made. This is also applicable to guests and independent children of staff members travelling in the Park.

h) All SANParks staff members travelling in excess of 65 km/h will not only be prosecuted under the law, but disciplinary actions will also be taken against such persons, regardless of rank or status in SANParks, on the basis of an abuse of the leeway/ special privilege granted to a staff member by SANParks for these matters. Notwithstanding the leeway granted, both with regards to a criminal prosecution as well as with regards to an internal disciplinary action, the matter will be considered and the maximum fine/ penalties/ warnings will be imposed and calculated and applied with reference to the legally set speed limit (i.e. the 50km/h and 40 km/h speed limit) and not the discretionary "leeway limit".

i) The leeway limit provided to staff members of SANParks will apply to all official and private vehicles of such staff. Any warnings given to staff members in consequence of a disciplinary hearing will form part of the Disciplinary Code and will be handled in a very serious light.

8. Conduct of Staff towards Visitors on the Road

The conduct of staff towards visitors should at all times be courteous, friendly, helpful, professional and never rude or bombastic. These principals are just as applicable when travelling on tourist roads. Chameleons, snakes, insects, tortoises, dung beetles and even birds that visitors have been watching have in the past been killed by staff vehicles driving past due to them not slowing down sufficiently to observe these animals. This kind of actions can be a huge embarrassment for SANParks! Therefore the following principals must please be adhered to:

a) **Slow down** when approaching a vehicle which has stopped or is going very slowly. It is important to treat this situation as you would treat a yield sign in town.

b) Establish what it is that the people are looking at, which will in turn determine whether you can continue to pass slowly (20 km/h) or not.

c) If you continue to pass the parked vehicle it may disturb the animal or bird that the people are looking at. You should wait for an opportune time to pass so that you do not disturb and spoil the experience for the visitors.
d) If people are busy photographing or videoing you must stop and wait for the person to finish before proceeding, especially if you will cross the line between them and the animal or plant they are busy photographing. If a person is busy videoing you should switch off your vehicle’s engine as many memorable video clips have been spoilt by the sound of a car’s engine in the background.

e) Although the maximum speed limit for employees is 65km/h it does create an impression that a person is speeding when a tourist vehicle which is travelling at 20-50km/h or even less is overtaken or passed from the front. For this reason you should reduce your speed when approaching a vehicle from behind, gradually overtake the vehicle and then again slowly accelerate to 65km/h.

f) Official vehicles authorised to display magnetic SANParks decals (subsidised vehicles, Tool of the Trade vehicles and services provider vehicles) must also display a 65 km/h sign on the back of the vehicle.

g) Tourists will in future be requested to report staff members who speed or drive inconsiderately/recklessly. Staff making themselves guilty of such conduct will face disciplinary action.

9. Motorcycles

Staff members who reside in Skukuza and Phalaborwa Staff Villages are allowed to have motorcycles as a means to save on fuel for day to day trips. Only Section Rangers are allowed to travel on tourist roads, management roads and elsewhere with official motorcycles. Quad bikes are not allowed on public roads in South Africa, and therefore also do not qualify for use in the KNP at this stage. Motorcycles can be quite noisy and disturbing to your colleagues, visitors and animals, if not ridden correctly or maintained properly, and therefore the following regulations are necessary:

a) Written permission to keep and ride a motorcycle must be obtained from the Head: Protection Services. The reason for this is to have proper record of motorcycles and to give Protection Services the opportunity to ascertain beforehand whether the noise levels of the specific type of motorcycle is acceptable or not. Before buying a motorcycle it is advisable to first discuss this with the Head: Protection Services. Protection Services will maintain a database on all motorcycles in Skukuza and Phalaborwa.

b) Anyone riding a motorcycle must be in possession of a valid driver’s or learner’s licence.

c) Only SANParks employees or personnel of supporting organisations living in Skukuza or Phalaborwa may be given permission to ride a motorcycle in these localities, subject to the following conditions:
i. Motorcycles may be ridden anywhere within the Staff Village and office complexes (excluding the Wildlife Products Processing Plant, CIS offices and the airport) during daylight hours to travel to work, visit friends, attend sport activities or to visit the shop.

ii. No pleasure trips, revving or speeding will be allowed. The privilege will immediately be cancelled for the particular driver if this is happening.

iii. Under no circumstances may a motorcycle be ridden in the rest camp except to put in fuel.

iv. Visitor and management roads outside the perimeter of the Staff Village are not to be used.

v. Noise as a result of defective exhaust systems of motorcycles will not be tolerated.

vi. For Phalaborwa the shortest route between the staff member’s house, his/her workplace or the entrance gate is to be used.
R. Malaria Control

1. Personnel Permanently Residing in the KNP

The Occupational Health and Safety Section of the KNP manages the control of malaria in the KNP in conjunction with the Provincial health authorities. Please refer to the Malaria Control Guidelines for the KNP.

The use of anti-malarial medication is entirely voluntary by all staff members. However, because of the general increase of malaria in recent years, it is recommended that staff and especially high risk people (see below) consider the use of anti-malarial medication during the high transmission period (between October and end-May). A cautionary reminder will be sent out by the Occupational Health and Safety Section to all staff when a particularly high risk exists.

Reducing risk of malaria infection is achieved by two primary means. The first is to minimise your contact with mosquitoes. This can be done by applying mosquito repellent (Tabard, Peaceful Sleep, etc.) to the exposed parts of your body (especially feet and ankles) in the evenings and at night, wearing socks and shoes in the evening, burning mosquito coils or using vaporising mats, and minimising time spent outside at night. Finally, during the highest risk months (February to end-May) you may also want to take anti-malarial medication.

2. People at Particular Risk to Malaria

Pregnant women, very young children (less than five years old), elderly people, sick people, and transplant patients are at high risk and should take particular care to avoid contracting malaria.

3. Anti-malarial Spraying

The Occupational Health and Safety Section, in collaboration with the Provincial Departments of Health, are responsible for implementing the KNP Malaria Control Programme. Should any staff member wish to have his/her residential unit sprayed, a request may be made to the Occupational Health and Safety Section.