Cape Town is currently experiencing a severe drought, with Level 6b restrictions being implemented from 1 February 2018. Despite being pushed back well into winter this year, Day Zero, the day on which the municipal water supply will be restricted to only certain parts of the municipality, remains an anticipated reality that will impact how we live and work in Cape Town.

The ICLEI Africa Water Policy has therefore been developed to ensure a safe, healthy and productive working environment for all employees of ICLEI Africa during periods of reduced water availability. It is anticipated that this policy will be applicable to the future years of drought and possible Day Zero scenarios, beyond 2018, known as the New Normal.

This policy is guided by ICLEI Africa’s core values: **Respect, Innovation, Appreciation, Teamwork, Integrity, and Commitment.**

The principles that govern this policy are:

1. The health and well-being of ICLEI Africa’s employees are of top priority
2. We must do all we can to reduce water usage now to push back the occurrence of Day Zero in Cape Town.
3. ICLEI Africa will ensure that, for as long as is feasible, the office will remain open and operational.
4. We regularly receive new and updated information on the water crisis and how response mechanisms will operationalised, e.g. the points of distribution. In order to respond appropriately and in the best interest of employees, this policy will be reviewed regularly by the Senior Management Team and updated, when necessary.
5. At any time, employees must please raise specific concerns they have with meeting the practices laid out below with the Senior Manager. Special arrangements may be allowed.
6. The policy is divided into three stages of response and sets out ICLEI Africa’s expectations of employees and what employees can expect, in return.

**Stage One**

Description: A high level of water restriction is imposed, above Level 3, where the City of Cape Town imposes limits to daily water usage. Water is still available from the municipal supply system and is supplied to all areas across Cape Town.

**Working at ICLEI Africa: The office remains open and functioning as normal with the following practices in place:**

- Municipal water from the tap is used for drinking water.
- Water basins are provided for dish washing purposes. One basin for washing and one basin for rinsing. This is set up by a staff member who generally arrives early. All dishes must be washed immediately after use. At the end of the day, the rinse water must be placed in the bucket, to be used for flushing, and the washing water is to be poured down the sink. This is done by a staff member who generally leaves late. Please share these duties amongst yourselves.
- Don’t flush the toilet and urinal unnecessarily. “If it is yellow, let it mellow.”
- Waterless hand sanitizer is provided in the bathrooms.
Stage Two

Description: Day Zero is instigated by the City of Cape Town, currently set for a scenario where the once the dams reach 13.5%. The municipal water supply is switched off, except to specific areas and Points of Distribution. Residents do not have access to municipal water supply at home and are expected to collect a maximum of 25 litres per person per day at the Points of Distribution. Please take note of the City's instructions and information provided regarding these Points of Distribution.

Working at ICLEI Africa: The office remains open and functioning as normal with the following practices in place, in addition to those mentioned in Stage One:

- Non-potable water (greywater or borehole water) will be provided by Redefine Properties, from whom the building is leased. This water will be used for toilet flushing and will be connected to the main system, so flushing can occur, as usual. This solution has been provided by Redefine Properties and will be updated if necessary.
- Water cooled air-conditioning systems will still function.
- Fire response in the building is not water-based and therefore will not be affected.
- Flexi-hours will be maintained and employees will be expected to make use of this to plan for collecting of water. Core hours will still be 10:00 – 15:30 and water collection is expected to take place outside of these times. Employees are expected to maintain a nine hour work day. It is expected that employees will make every effort to collect water outside of these hours, i.e. not only go collect water at 09:30 when it might take two hours to wait in a queue. If employees are delayed at the Points of Distribution, and are unable to be at work during these core hours, they must inform their project manager and senior manager as soon as this becomes known. If missing core hours becomes a regular occurrence during this time, the senior manager will discuss this with the employee.
- Drinking water will be provided by ICLEI Africa. This will either be in the form of water coolers, one upstairs and one downstairs, or 5 litre bottles will be bought. Water will be delivered from a supplier that is based outside of the Western Cape Water Supply System, so as to not place additional strain on the system.
- Water for washing up will be provided as per stage 1.
- If schools and crèches close during this time, employees must speak to their Senior Manager to make appropriate arrangements to ensure that children are cared for.

Stage Three

Description: Non-potable water is no longer provided to the office for flushing, so the office must therefore close. This is the ‘worst case’ scenario and is not anticipated to take place, but we must be prepared.

Working at ICLEI Africa: The office is closed and all employees need to work from home, either individually or in small groups:

- ICLEI Africa is well equipped to have employees work out of the office as every employee has a functioning laptop and makes use of online meeting services regularly.
- Offline access to the H Drive and backing this information up to the server will be arranged with ICLEI Africa’s IT services providers.
- The server will be maintained and secured by ICLEI Africa’s IT Service Provider and, if needed, will be relocated.
- If an employee does not have sufficient internet at home to cover the usage for work, ICLEI Africa will make an allowance of this, in discussion with your Senior Manager.
- Employees are encouraged to make arrangements to meet in person at least once a week, or more regularly, to ensure that productivity is maintained. Senior Managers will manage and oversee these group arrangements as needed.
- The Senior Management Team will meet in-person at least once a week at a suitable venue. Employees will be asked to join them, as required.