



OFFICE OF THE DIRECTOR: EMPLOYEE WELLNESS SERVICES

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INTERNAL MEMORANDUM

TO : OFFICE OF THE DISTRICT DIRECTOR

FROM : DIRECTOR- EMPLOYEE WELLNESS SERVICES

SUBJECT : 2023 WOMEN'S HEALTH CONFERENCE

DATE : 20 JULY 2023

1. This letter serves as an invitation to Women's Health Conference at Buffalo City District in East London on the 24 August 2023.
2. The need for this conference has been identified through referrals, the majority of which are characterized by substance dependence and abuse, marital challenges, stigma related to HIV& TB, staff low morale and other challenges that negatively impact on employee performance at work.
3. This will be a fully-fledged Employee Health & Wellness initiative which will deal with the aspects of the wellness program that are critical for health and wellbeing, including recreation.
4. This is an intervention covering the physical, spiritual, occupational, psychological, and intellectual wellbeing.
5. The department acknowledges that this session is long overdue, but due to austerity measures we must adjust to the new developments in the department.
6. The programme will start at 08h00 to 23h00 on the 24 August 2023. We expect everyone to check in on the 23 August and Check out on the 25 August 2023 for the safety of the workforce.
7. The District Director is expected to nominate 8 officials that is one per section in the district, and names of nominated officials must be submitted to Employee Wellness Services office not later than the **4th August 2023 signed by the District Director and be emailed to ayabonga.cagwe@ecdoe.gov.za**
8. The District Director also requested to organise accommodation and transport for all 8 officials, no car hire is allowed.

Title: MEN's HEALTH CONFERENCE

Citizen care line: sikuncede njani - 080 121 2570
Email: customercarecentre@ecdoe.gov.za
USSD: *134*2570#





9. Your co-operation is appreciated for the successful and for future developments for the programme.

10. Dress code for the day is sporty and the evening dress code is Elegant dress with heels.

Yours for healthy and productive workforce

Mr. N Vazi
Director: Employee Wellness Services

20/07/2023
Date