



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

Protocol for the Implementation of the DUT Covid-19 Solidarity Fund: Committed, Compassionate

In lieu of the endorsement by EMC and SENEX of the proposal to establish a special **DUT Covid-19 Solidarity Fund: Committed, Compassionate**, (as per the DUT Statement dated 18 April 2020), the following system and protocols have been prepared to provide a mechanism for contributions to be made.

DUT MANAGEMENT (PEROMNES LEVELS 1 TO 5)

Members of the DUT Management constituting the five (5) top levels of Management (Peromnes levels 1 to 5) will make contributions from their monthly salaries for a period of three months **effective 1 May 2020. Staff may also make a once-off donation should they wish to do so.**

In order to facilitate this, the following will take place:

- A **Covid-19 Solidarity Fund** link/tab has been made available on the main DUT website (see the illustration on page 3) which takes you directly to the online fund donation page, click on the staff pledge form donation option;
- The staff member would then complete the fields on the online pledge form as well as indicate how much they wish to pledge and then finally click on **submit**.
- **This will automatically send a notification with the relevant details of the donor to the Manager: Benefits and Compensation (Human Resources).**
- Once the notification is received at HR, the pledge will be processed and the pledged amount will be deducted from the staff member's salary for the referred duration.

NB: Please note that the deadline for staff pledge submissions is the 30th April 2020 so as to allow sufficient time for HR to process the pledges accordingly.

OTHER STAFF MEMBERS, STUDENTS ALUMNI, EXTERNAL PARTNERS AND SERVICE PROVIDERS

DUT Management would like to encourage other members of the DUT Family and associates to join in this call to help those that have been detrimentally impacted by this pandemic, by making their pledges, amounts of which they can determine. For staff contributions, they are welcomed to use the same link referred to above.

For other contributions, this will be administered by our Advancement and Alumni Relations department. Given similar funds DUT already has, the Advancement and Alumni Relations section has the necessary systems and processes in place to facilitate philanthropic initiatives of this nature. See below the various donation options.

Ways to Give/Donate

1. **Online payment** – if you wish to make a direct online payment, go to the DUT website (www.dut.ac.za) and click on **DUT SOLIDARITY FUND**, click on the **DONATE** tab under the **ONLINE** option and then follow the prompts accordingly to finalise your donation. Please note that this is a secure payment channel.
2. **EFT (Electronic Funds Transfers) and Bank Deposits** – for EFTs and bank deposits, please use the **banking details** below:

Account name:	Durban University of Technology
Account number:	050007068
Account type:	Business Current Account
Branch:	Kingsmead
Branch code:	040026
Branch code (electronic payments):	051001
Reference:	COVID19 and your CONTACT NUMBER

*NB Send proof of payment to zwakelen@dut.ac.za
3. **Zapper:** We also have a zapper payment option available on the fund donation page accessible via the **DUT SOLIDARITY FUND LINK** (found on the main webpage as illustrated on page 3).

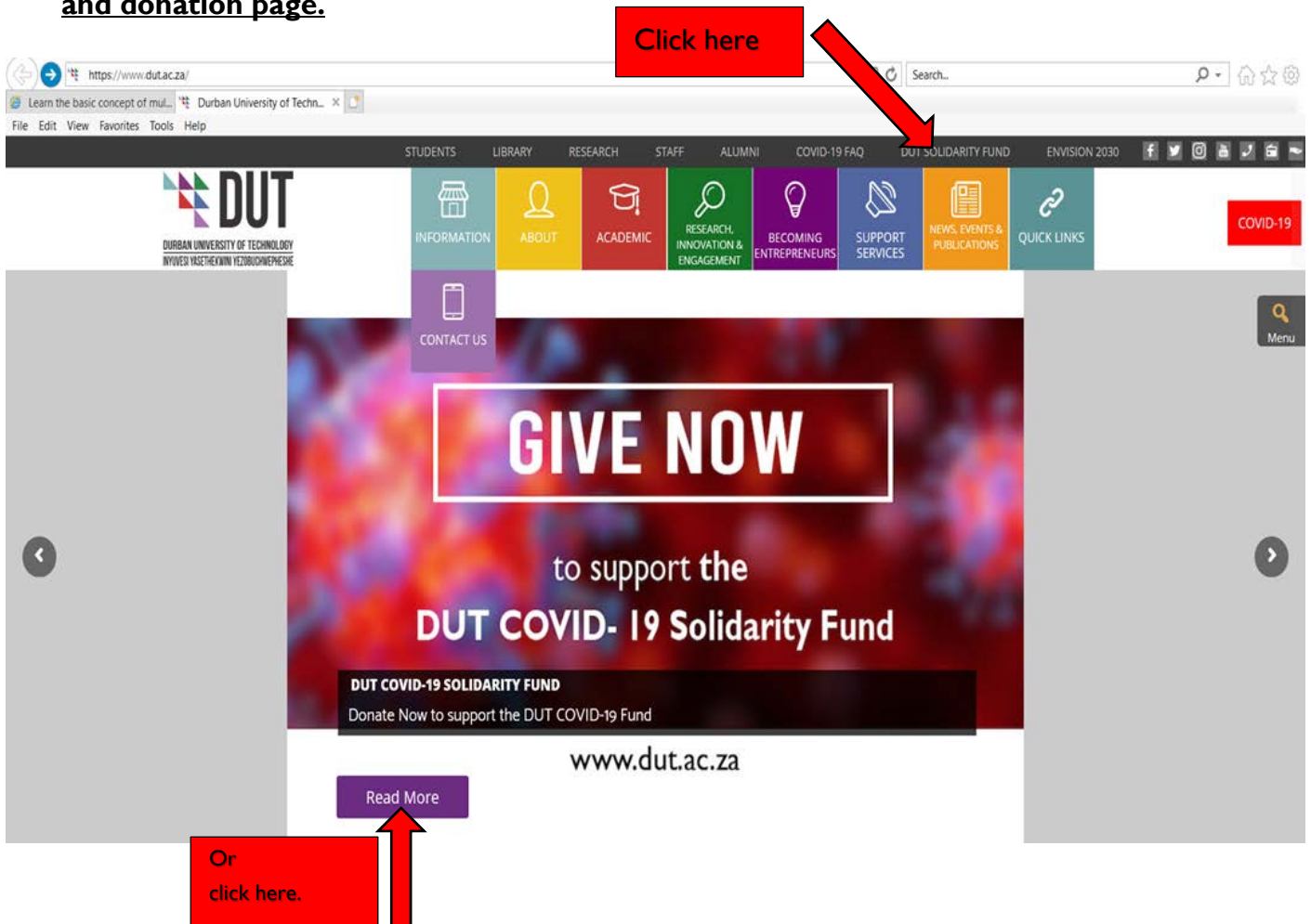
HOW WILL THE FUNDS BE USED?

Every cent that is generously donated by individuals, groups of individuals from among our staff and students, including our alumni and external partners, service providers and friends, will be spent on care and support of those most vulnerable members of our DUT community affected by the current Covid-19 pandemic. The funds may also go towards other worthwhile initiatives geared towards combating the spread of the virus.

TAX BENEFITS

DUT is a Public Benefit Organization and as such any bona fide donations made to DUT are Tax Deductible. Upon confirmation of your donation, we will gladly issue a Section 18a Tax certificate.

Illustration of how to access the DUT Covid-19 Solidarity Fund staff pledge form and donation page.



Take a stand and lend a hand
Stay home, stay safe and save lives.