

Tel: (0302) 664697 / 664698 / 662465

667524 / 0289673960 / 1 / 2

Fax: 233 (0302) 662690

Email: info@epa.gov.gh

Ghana Post (GPS): GA-107-1998



Environmental Protection Authority

P. O. Box MB 326

Ministries Post Office

Accra, Ghana

Website: <http://www.epa.gov.gh>

26th June 2025

Dear Colleagues,

ORGANIZATIONAL RESET OF THE EPA HUMAN RESOURCE ARCHITECTURE

I write to formally inform you of management's decision to initiate a comprehensive reset of the human resource architecture of the Environmental Protection Authority (EPA).

This decision follows extensive consultations with key stakeholders, including the Environmental Protection Authority Staff Association (EPASA) and the local Trades Union Congress (TUC), as well as a thorough internal review of the current organizational structure and operational dynamics.

As part of this reset, the following measures will be implemented with immediate effect:

Staff Reassignment

- In line with our operational requirements and strategic direction, a number of staff have been reassigned to new roles, Area and regional offices.
- Staff assigned to new offices are to report to their designated Regional Office and operate within their assigned jurisdiction.
- All reassigned staff are expected to report to their respective regional postings no later than **24th July 2025**.
- Be reminded that, in accordance with the terms of your appointment, staff may be transferred or reassigned as needed to meet the evolving needs of the Authority.
- Full compliance is expected. Non-responsiveness or refusal to comply with reassignment directives will attract administrative sanctions in accordance with established HR policies.

Performance Management System

- Every staff member will be assigned clearly defined Key Performance Indicators (KPIs).
- Performance will be monitored and reported on a monthly basis.
- These evaluations will directly inform decisions related to promotions, retention, and professional development opportunities.

Professional Conduct and Workplace Harmony

- . I have received reports of inappropriate conduct towards newly recruited staff and, in some cases, existing staff by their colleagues
- . Let me state unequivocally: any form of harassment, intimidation, or deliberate undermining of fellow employees, particularly new entrants, will not be tolerated.
- . Staff found engaging in such misconduct will face disciplinary action, ranging from official warnings to dismissal, depending on the severity and outcome of investigations
- .

This organizational reset is a critical component of our broader strategy to build a responsive, efficient, and accountable EPA that is fit for purpose and capable of delivering on its mandate.

I call on all staff to embrace these changes in good faith and with professionalism. Let us move forward together in a spirit of unity, dedication, and shared responsibility for the future of our institution.

Thank you for your continued service.

Yours sincerely,



PROF NANA AMA BROWNE KLUTSE
AG. CHIEF EXECUTIVE OFFICER

Cc:

1. Minister of Environment Science and Technology
2. Ag. Deputy Chief Executive Officer, Technical Services
3. Ag. Deputy Chief Executive Officer, Operations
4. Ag. Deputy Chief Executive Officer, General Services
5. Ag. Director, HRM
6. Ag. Director Administration
7. Ag. Director, Internal Audit
8. Ag. Director, Finance
9. Head of Division/Dept./Unit/Region/Area Offices
10. Principal Finance Officer, Salaries
11. P.File

Encl: LIST OF STAFF REASSIGNED-26th June 2025