

DISCIPLINARY CATEGORIES AND APPLICABLE SANCTIONS

The following offences are those that may lead to serious consequences for The Company, its operations or its employees. The Company will have to consider whether the transgressor can remain in the employment of The Company.

OFFENCE	ACTION FIRST OFFENCE
1 Attempted theft Theft Bribery Unauthorised possession of Company property, or the removal of material, equipment or property without authority from the Company or another person.	Dismissal Dismissal Dismissal Dismissal
2 Deliberate violation of safety regulations	Dismissal
3 Use or possession of alcohol or drugs on The Company premises or premises of a Client.	Dismissal
4 Sabotage or abuse (wilful damage) of The Company property	Dismissal
5 Fighting, assault, (actual or attempted)	Dismissal
6 Incitement Insolent behaviour Intimidation Engaging in undesirable activities	Dismissal Dismissal Dismissal Dismissal
7 Refusal to obey legitimate, reasonable and lawful instruction(s) Refusal to work - abandoning the job	Dismissal Dismissal
8 Unauthorised possession of dangerous weapon(s) on The Company premises	Dismissal
9 Desertion (4 consecutive working days unauthorised absences)	Dismissal
10 Gross negligence or incompetence	Dismissal
11 Dishonesty Breach of trust Fraud, falsification of documents, companies or personal records. Attempting to defraud The Company Fraudulent time-keeping (Including clocking in and out for another employee and allowing another employee to clock in for you)	Dismissal Dismissal Dismissal Dismissal Dismissal
12 Sexual harassment	Dismissal



13	Reckless driving of a Company vehicle which includes speeding	Dismissal
14	Gross insubordination, serious disrespect or impudence.	Dismissal
15	Unauthorised use or abuse of Company vehicle / property, which includes E-mail and Internet use.	Dismissal
16	Disclosure of strictly confidential information.	Dismissal
17	Driving Company vehicles whilst intoxicated.	Dismissal

DISMISSAL CAN ONLY BE SANCTIONED BY A DEPARTMENTAL MANAGER OR HIGHER.



CATEGORY TWO – PERFORMANCE OFFENCES

The following offences are those related to the unsatisfactory manner in which employees perform or conduct his / her duties at The Company.

Offence	1 st Offence	2 nd Offence	3 RD Offence	4 th Offence
1 Dereliction of duty Disregard of specifications	Final written warning	Dismissal		
2 Unsatisfactory work output Poor performance	Verbal warning	Written warning	Final written warning	Dismissal
3 Failure to obey instructions	Written warning	Final written warning	Dismissal	
4 Sleeping on duty Carelessness	Written warning	Final written warning	Dismissal	

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CATEGORY THREE – ATTENDANCE OFFENCES

The following offences are those that relate to the unsatisfactory attendance of an employee.

Offence	1st Offence	2nd Offence	3RD Offence	4th Offence
1 Unauthorised absence (UA)	Verbal warning (for any 1 day)	Written warning (for 2 consecutive days)	Final written warning (for 3 consecutive days)	Dismissal (for 4 and more consecutive days)
2 Late comings, late arrivals at workstation	Verbal warning	Written warning (for next 2 occasions)	Final written warning (for any next 3 occasions)	Dismissal (for any next 4 occasions)
3 Extended lunches	Verbal warning	Written warning (for next 2 occasions)	Final written warning (for any next 3 occasions)	Dismissal (for any next 4 occasions)
4 Early departures	Verbal warning	Written warning (for next 2 occasions)	Final written warning (for any next 3 occasions)	Dismissal (for any next 4 occasions)
5 Leaving workplace without authorisation	Written warning	Final written warning	Dismissal	

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CATEGORY FOUR - MISCONDUCT

The following offences are those related to the unsatisfactory manner in which an employee conducts himself.

Offence	1 st Offence	2 ND Offence	3 RD Offence
1 Disregard for departmental / company rules /policies / practices and procedures	Written warning	Final written warning	Dismissal
2 Misuse of company property	Written warning	Final written warning	Dismissal
3 Smoking in a non-smoking area	Written warning	Final written warning	Dismissal
4 Failure to clock in /or out on commencement or closing of work	Written warning	Final written warning	Dismissal
5 Under the influence of alcohol or drugs	Written warning	Final written warning	Dismissal
6 Failure to wear protective clothing	Written warning	Final written warning	Dismissal
7 Abusive, offensive or derogatory language or signs	Written warning	Final written warning	Dismissal
8 Horse play	Written warning	Final written warning	Dismissal
9 Failure to obey safety regulations and rules	Written warning	Final written warning	Dismissal
10 Interference in or the disruption of work of other employees	Written warning	Final written warning	Dismissal
11 Disobeying the clocking rules	Written warning	Final written warning	Dismissal
12 Gambling on the company premises	Written warning	Final written warning	Dismissal
13 Posting and /or distributing and / or displaying posters, stickers etc. on The Company premises without company's permission	Written warning	Final written warning	Dismissal
14 Carrying unauthorised passengers in The Company vehicles	Written warning	Final written warning	Dismissal

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