

DISCIPLINARY CODES

CATEGORY: TIMEKEEPING OFFENCES

NATURE OF OFFENCE	FIRST	SECOND	THIRD	FOURTH
Late for work or leaving without permission	Verbal	Written	Final	Dismissal
Absence from place of work without permission	Verbal	Written	Final	Dismissal
Absent from work for three consecutive days without permission.	Dismissal			
Fraudulent timekeeping	Dismissal			
Failure to clock in or out	Final	Dismissal		
Unauthorised absence from work for more than 1 day without contacting the office	Final	Dismissal		

CATEGORY: WORK OUTPUT OFFENCES

Sleeping on duty	Final	Dismissal		
------------------	-------	-----------	--	--

Refusal to obey a lawful & reasonable work instruction	Final	Dismissal	
Poor quality of work	Final	Dismissal	
Failing to work according to standard	Dismissal		
Attending to private work during company time	Written	Final	Dismissal
Using company property for a purpose other than intended	Dismissal		

CATEGORY: SOCIAL OFFENCES DURING WORKING HOURS

Under the influence of alcohol or drugs	Dismissal		
Unauthorised consumption of alcohol during working hours	Dismissal		
Threat of assault, assault, fighting	Dismissal		
Unauthorised possession of weapons	Dismissal		

Intimidation or incitement to violence	Dismissal				
Committing unsanitary acts	Final	Dismissal			
Smoking in prohibited areas using insulting or abusive language	Final	Dismissal			
Sexual harassment	Counselling	Written	Final	Dismissal	

CATEGORY: ATTITUDINAL OFFENCES

Insubordination; disrespect	Dismissal				
Failure to observe security and safety regulation	Dismissal				
Gross negligence	Dismissal				

Gross incompetence

Dismissal

CATEGORY: OTHER OFFENCES

Theft

Dismissal

Unauthorised possession of company, client or
employee property

Dismissal

Divulgence of confidential information

Dismissal

Fraud

Dismissal

Supplying incorrect or falsified information

Dismissal

Attempting or causing to bring the company into
disrepute

Dismissal

Failure to follow company policies, procedures and
rules

Final

Dismissal

Failing to act in the best interests of the company	Dismissal	
Any act which interferes with the normal operations of the company	Dismissal	
Victimisation	Dismissal	
Giving of a false identity	Dismissal	
Unprotected industrial action	Dismissal	
Failure to treat others and or their property with respect	Dismissal	
Threatening violence	Dismissal	
Sexual harassment	Final	Dismissal
Competing with the employer	Dismissal	

NOTE: Nothing in this disciplinary code shall affect the employer's right to summarily terminate an employee's contract of employment on grounds recognised by law as sufficient after holding a disciplinary enquiry.