

Disciplinary Code

A Disciplinary Code serves as a **guideline to employees** to ensure they are aware of the required standards of acceptable conduct

It is a **guideline to managers** to ensure consistent application of consequence management.

All offences must be considered in context of the nature of the job and the circumstances of the offence.

TIME RELATED OFFENCES	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Unauthorised Absenteeism	Written Warning (1 occurrence/day)	Final Written Warning (2 occurrences/days)	Dismissal (3 occurrences/days)	
Uncommunicated Absenteeism	Written Warning (1 occurrence/day)	Final Written Warning (2 occurrences/days)	Dismissal (3 occurrences/days)	
Poor timekeeping, e.g., late coming, leaving work early or taking extended breaks	Verbal Warning (recorded)	Written Warning	Final Written Warning	Dismissal
Failure to comply with your shift schedule	Final Written Warning	Dismissal		
Sleeping on duty	Final Written Warning	Dismissal		
Participation in an unprotected strike, work stoppage or go-slow	Final Written Warning	Dismissal		

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NON-COMPLIANCE WITH INSTRUCTION OR PROCEDURE	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Insubordination / Insolent behaviour	Final written warning	Dismissal		
Gross insubordination	Dismissal			
Failure to obey a lawful and reasonable instruction or request	Final Written Warning	Dismissal		
Refusal to obey a lawful and reasonable instruction or request	Dismissal			
Failure to comply with a Company procedure	Written Warning	Final Written Warning	Dismissal	
Failure to comply with a Company procedure, resulting in a loss or potential loss to the Company	Final Written Warning	Dismissal		

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NEGLIGENCE	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Dereliction of duty	Written Warning	Final Written Warning	Dismissal	
Gross dereliction of duty resulting in loss / damage / injury	Dismissal			
Failure to report known misconduct	Final Written Warning	Dismissal		
Negligence	Written Warning	Final Written Warning	Dismissal	
Gross Negligence	Dismissal			
Failure to declare items sold by the Company, e.g., upon entry	Final Written Warning	Dismissal		

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DISHONEST BEHAVIOUR	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Falsifying any record or submitting false claims for reimbursement/payment	Dismissal			
Colluding with others to commit an act of dishonesty	Dismissal			
Manipulating Company systems or processes.	Dismissal			
Assisting others to misappropriate company merchandise / assets	Dismissal			
Accepting money / gifts without disclosure	Dismissal			
Clocking in/out for a fellow employee in the absence of such employee	Dismissal			
Leaking confidential / sensitive information	Dismissal			
Tampering with evidence	Dismissal			
Failure to disclose relevant criminal / previous disciplinary record	Dismissal			
Misrepresentation	Dismissal			

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INTENTIONAL BREACHES	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Assault	Dismissal			
Racist / derogatory language or behaviour (or behaviour that diminishes another's dignity)	Dismissal			
Intimidation / victimisation of others	Dismissal			
Intentional damage to Company property	Dismissal			
Sexual harassment	Dismissal			
Being under the apparent influence of alcohol / narcotic substance	Final Written Warning	Dismissal		
Conducting a strip search	Dismissal			
Inappropriate or unacceptable conduct while serving customers	Dismissal			
Consuming/sampling products without paying for them in advance	Dismissal			
Using the Company's electronic systems to transmit pornographic or offensive material.	Dismissal			

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Inappropriate use of social media platforms that impacts on the Company, its employees, or other interested parties.	Dismissal			
Driving a company vehicle or operating company equipment (e.g., a forklift) under the influence of alcohol or narcotics.	Dismissal			
Unauthorized use of Company equipment, e.g., company computers.	Final Written Warning	Dismissal		
Tampering with security equipment.	Dismissal			

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NOT ACTING IN THE BEST INTEREST OF THE COMPANY	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
Failure to provide customer service	Final Written Warning	Dismissal		
Unauthorised use of Company property for personal benefit	Final written warning	Dismissal		
Competing directly or indirectly with the Company	Dismissal			
Doing private work during working hours	Dismissal			
Bringing the name of the Company into disrepute	Dismissal			
Failure to act in the best interest of the Company	Dismissal			
Failure to disclose a conflict of interest	Dismissal			
Committing any act of dishonesty or a criminal offence outside business site, if it brings the name of the company into disrepute or affects the trust relationship.	Dismissal			