

It is important to remember that each complaint is dealt with individually, and terms of severity are taken in to account. This list is not exhaustive in nature, and is therefore not limited to the rules outlined below. **THIS IS A GUIDELINE.** These offences also include 'attempted' offences and 'accomplice' to situations.

RULES OF CONDUCT

CATEGORY C - (Probable Counseling, Verbal or Written Warning)

- 1 Loitering during working hours
- 2 Latecoming
- 3 Unauthorized absence (from 1 day)
- 4 Failing to contact the Company daily before 09h00 if absent or going to be late
- 5 Suspicion of possible abuse of sick leave
- 6 Failure or late to report for agreed overtime
- 7 Leaving workplace without permission of immediate manager
- 8 Unauthorized consumption of food or non-alcoholic drinks during working hours in production area
- 9 Loss of or damage to Company-issued protective clothing or equipment
- 10 Sale or advertising of any items without Management's written permission
- 11 Littering
- 12 Insolence and/or disrespect to fellow employee
- 13 Entering or leaving of Company premises other than through authorized entrances
- 14 Negligent, careless, reckless or dangerous behavior
- 15 Unauthorized performance of external work on Company premises
- 16 Unsatisfactory work performance (Incapacity due to poor work performance)

<u>1ST OFFENCE</u>	<u>2ND OFFENCE</u>	<u>3RD OFFENCE</u>	<u>4TH OFFENCE</u>	<u>5TH OFFENCE</u>
Counseling	Verbal Warning	Written Warning	Final Written Warning	Dismissal
PROBABLE	PROBABLE	PROBABLE	PROBABLE	PROBABLE

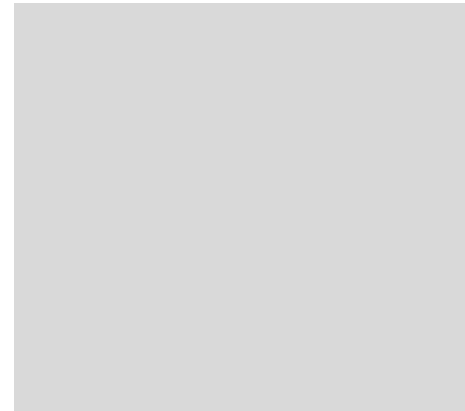
Counseling	VW	WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
	VW	WW	FWW	Dismissal
		WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
Counseling	VW	WW	FWW	Dismissal
	VW	WW	FWW	Dismissal
		WW	FWW	Dismissal
		WW	FWW	Dismissal
		WW	FWW	Dismissal
		WW	FWW	Dismissal

As per Poor Work Performance Guideline

CATEGORY B - (Probable Final Written Warning)

- 1 Sleeping on duty
- 2 Unauthorized absence from work for more than two consecutive days
- 3 Horseplay
- 4 Possession of firearm/s or other offensive and/or dangerous weapons
- 5 Use of foul, abusive or offensive language
- 6 Posting, distributing or removing notices or any other literature without authority
- 7 Causing damage or loss of equipment, material or any other Company property through negligence or failure to carry out instructions
- 8 The promotion of any political cause or organization on Company premises e.g. the wearing of badges or sloganed clothing, distribution of political literature and the political influencing of employees
- 9 Refusal to submit to a search or any test (e.g. breathalyzer, alcohol and/or drug test, polygraph)
- 10 Refusal to carry out a lawful / reasonable instruction

FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
FWW	Dismissal
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FWW	Dismissal



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RULES OF CONDUCT

CATEGORY A - (very serious probably dismissal)

1 Unauthorized absence without contacting the Company - for 5 days (desertion)

Dishonesty in any form, of any value, including theft, unauthorized possession of company property, fraud,

2 misappropriation, corruption, altering medical certificates or other records, lying, unauthorized use or removal of property, accepting a bribe

3 Gross negligence or incompetence

4 Gross insubordination, impudence, insolence, disrespect

5 Assault or fighting

6 Wilful damage to Company property

7 Intimidation, coercion or threatening conduct

8 Wielding a dangerous weapon

9 Misuse, tampering with or removal of Company records or information of a confidential nature, without due and proper authorization

10 Creating a disturbance, disrupting employee relations, incitement and coercion or misleading others to create labor unrest

11 Sexual and racial harrassment, immoral, indecent and unlawful conduct

12 Gambling in any form on Company premises

13 Conducting private business on Company premises

14 Bringing the Company into disrepute

	<u>1ST OFFENCE</u>	<u>2ND OFFENCE</u>	<u>3RD OFFENCE</u>	<u>4TH OFFENCE</u>	<u>5TH OFFENCE</u>
	Counseling	Verbal Warning	Written Warning	Final Written Warning	Dismissal

(It is important to note that Dismissal can be Summary Dismissal or with/

Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
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Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a
Dismissal	n/a	n/a	n/a	n/a

GUIDELINES FOR ENVIRONMENTAL HEALTH AND SAFETY OFFENCES

1 Failure or refusal to wear protective clothing or use protective equipment where required

2 Failure to timeously report injury sustained on duty (within reason)

3 Failure or refusal to wear protective clothing or use protective equipment resulting in an injury

4 Safety offences e.g. blocking emergency exits, not following safe practices

5 Failure or neglect to report an accident, injury or damage to Company property or person

6 Smoking on Company premise outside of demarcated smoking zones

7 Creating an unsafe work environment for fellow employees resulting in an injury on duty

8 Arriving at work under the influence of liquor or non-prescribed drugs

9 Wilfully endangering the safety of others

10 Giving an illegal/unsafe instruction to employees

11 Operating motorised equipment (overhead crane, fork lift truck, vehicle) without a valid license

12 Operating electrical machinery without authorization

13 Under the influence or in possession of liquor or non-prescribed drugs on Company premises

	WW	FWW	Dismissal
	WW	FWW	Dismissal
		FWW	Dismissal
		FWW	Dismissal
		FWW	Dismissal
		FWW	Dismissal
		FWW	Dismissal
		FWW	Dismissal
			Dismissal
			Dismissal
			Dismissal
			Dismissal