



Employee Contract

Services: Wireless Internet Connectivity

Annexure B: Disciplinary and Grievance Procedure

1. GRIEVANCE:

- The issue should be reported to the HR Manager, who will within 7 working days arrange for a meeting between the HR Manager and the employee(s) as well as any other parties involved.
- Should the HR Manager fail to resolve the issue it should be further escalated to the Directors who will within 7 working days arrange a meeting with all parties involved to resolve the issue.
- The employee has the right to further report the matter to the CCMA should it not be resolved with the available channels.

2. DISCIPLINARY:

OFFENCES & PENALTIES

OFFENCE	PENALTY		
	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Absent without leave	Written Warning	Final Written Warning	Dismissal
Not notifying employer of absence	Written Warning	Final Written Warning	Dismissal
Unauthorised absence from work for more than 3 days – abscond	Dismissal after following fair procedure		
Poor time-keeping (Reporting late for duty or leaving early)	Written Warning	Final Written warning	Dismissal
Desertion of post – Leaving the workplace or workstation without permission	Written Warning	Final Written warning	Dismissal
Loafing/Idleness – standing/sitting around neglecting duties doing non work related acts eg. Using cell phone	Written warning	Final Written Warning	Dismissal
Dereliction of duties (Intentional failure to perform duties) Minor Duties pertaining to normal day to day tasks including but not limited to keeping equipment or workplace and/or company vehicle for which the employee is responsible, in proper condition	Written warning	Final Written Warning	Dismissal
Serious (Gross dereliction) Any duties which are of cardinal importance and could cause the company the loss of a contract or client if not complied with	Final Written Warning	Dismissal	



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OFFENCE	PENALTY		
	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Theft/Attempted theft – being in possession of company/client/colleague's property without authorization or permission with the intent to remove it	Dismissal		
Derivative misconduct – when an employee has knowledge of wrongdoing towards his/her employer or client or a fellow colleague and fails to disclose such information to their employer	Dismissal		
Unauthorized possession or use of company/client/employee property	Dismissal		
Unauthorised use of Company labour or material to do private work Doing private work during working hours	Final Written warning / Dismissal	Dismissal, if due to mitigating factors, the employee was not dismissed the first time	
Dishonesty	Dismissal		
Fraudulent misconduct - forgery, bribery, corruption, making false statements and other seriously dishonest practices	Dismissal		
Fraudulent or dishonest time-keeping which includes signing in and out for another employee or making unauthorised changes to the attendance register	Dismissal		
Threatening behaviour (verbal or physical)	Dismissal		
Sexual harassment or indecent assault	Dismissal		
Assault	Dismissal		
Insubordination – gross or serious or with serious aggravating circumstances	Dismissal		
Wilful damage to company property or property of other employees	Dismissal		
Conflict of interest	Dismissal		
Being in the possession of or under the influence of alcohol or alcoholic beverages or substances or any substance having a narcotic producing effect or having alcohol smelling on the breath during working hours or having consumed alcohol beverages or any substance having a narcotic producing effect during working hours or prior to reporting for duty	Dismissal		
Putting company name into disrepute	Final Written Warning	Dismissal	
Sleeping on duty	Dismissal		



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OFFENCE	PENALTY		
	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Offensive or abusive behaviour or language Disorderly behaviour, insulting, aggressive or abusive language or behaviour, discriminatory language or insults, racism or racist language or insults, discriminatory language or behaviour on arbitrary grounds, victimization, swearing or foul language of any sort, use of vulgar or abusive language etc against colleagues or clients	Final Written warning	Dismissal	
Insolence – showing disrespect towards a manager	Dismissal		
Negligence – Misconduct in the event of a trained person failing to perform their duties with proper care	Final Written Warning	Dismissal	
Gross Negligence - Misconduct in the event of a trained person failing to perform their duties with proper care which failure caused damage or had the potential to cause damage or loss to the company	Dismissal		
Breach of confidentiality	Dismissal		
Intimidation or inciting employees to any form of defiance of management authority, including to violence, “work to rule” or “go-slow” or “sit-down strike” or “down tools”	Dismissal		
Unprotected strike action/ Refusal to work	Dismissal		
Refusal or neglect or failure to carry out any authorized instruction in respect of normal work process policy or procedure or work performance standard	Final Written Warning	Dismissal	
Failure to comply with Health and Safety Regulations	Dismissal		
Any other serious deviation from company policy and standards	Dismissal		
Unauthorised carrying of any weapon. Violence – actual or threatened	Dismissal		
Unauthorised use of company vehicle	Dismissal		
Operating machinery on site without authorization or without a valid licence	Dismissal		
Sabotage – Any act of an employee to interfere with the operations of the company	Dismissal		
Conduct detrimental to the maintenance or good order within the company/moral of the employees	Final Written warning / Dismissal (depending on seriousness)	Dismissal, if due to mitigating factors, the employee was not dismissed the first time	



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TAKE NOTE The penalties listed within this document serves as guidelines. The company will as far as possible implement this Code of Conduct. **It should however be noted that** each offence will be dealt with on its own merits.

I hereby acknowledge that the above was explained to me and that I am fully aware of the content as set out in the Disciplinary procedure including the disciplinary code, the different categories of offences, and the possible disciplinary outcome of these offences.

Date: _____

Signature