

4. Disciplinary Procedure

4.1 Step 1 Written Warning

- 4.1.1 If a verbal warning is inappropriate, the employee's senior shall make it clear to the employee who has committed the offence that he is taking the first step in the Disciplinary Procedure, which will be a written warning unless the offence requires more severe disciplinary action in which event it shall be referred to Step 2.
- 4.1.2 The issuer shall record an account of the offence and the warning on the disciplinary form, and he shall request the employee to sign it after he has explained its contents to him.
- 4.1.3 If the employee refuses to sign the written warning, the issuer shall indicate this thereon and shall also if possible, state the employee's reasons for refusing to sign. The issuer shall furthermore obtain the signature of two witnesses on the form testifying that the employee has refused to sign and has been invited to lodge an appeal in accordance with clause 5. Where the warning was given in the presence of an employee representative, such person should also be requested to sign the form.
- 4.1.4 The employee, on request, shall be given a copy of the written warning by the issuer, and a copy shall be sent to the Personnel Department or Designated Manager for filing.
- 4.1.5 Should the employee deny that he committed the offence or wish to challenge the fairness of the penalty, he should lodge an appeal in accordance with Clause 5.

4.2 Step 2 Formal Enquiry

- 4.2.1 If dismissal is the disciplinary action recommended, the matter shall be referred to a disciplinary enquiry consisting of the employee, the employee's immediate senior and his immediate senior (who shall act as Chairman of the enquiry), the employee representative, any witnesses, and where practicable a member of the Personnel Department.
- 4.2.2 The immediate senior will ensure that a record of the proceedings of the enquiry is kept.
- 4.2.3 Upon conclusion of the enquiry, the Chairman shall decide what disciplinary action to take. He may either approve, reject or vary the disciplinary action recommended.
- 4.2.4 In the event of dismissal, he shall arrange for the appropriate disciplinary form to be prepared and record the decision thereon and a copy signed by all parties present at the enquiry shall be made available to the employee.