

<u>OFFENCE</u>	<u>PENALTY</u>
3.2.1.21 Gambling; lending money and charging interest thereon while on Company premises.	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.22 Sleeping on the job.	Dismissal
3.2.1.23 Abusive or insulting language or signs.	1st offence-written final warning 2nd offence-dismissal
3.2.1.24 Horseplay likely to result in an accident or cause an injury or damage.	1st offence-written final warning 2nd offence-dismissal
3.2.1.25 Failing to carry out instructions.	Dismissal
3.2.1.26 Neglect or improper performance of duties.	1st offence - verbal warning 2nd offence - written warning 3rd offence-written final warning 4th offence-dismissal
3.2.1.27 Loitering (Loafing).	1st offence - written warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.28 Consistent bad timekeeping.	1st offence - written warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.29 Arriving late at place of work.	1st offence - written warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.30 Poor quality of work or failing to maintain output levels.	1st offence - verbal warning 2nd offence - written warning 3rd offence-written final warning 4th offence-dismissal
3.2.1.31 Gross negligence.	Dismissal
3.2.1.32 Any other reason recognised in law as being a criminal offence.	Dismissal