

22/07/1

FEDMECII GROUP OF COMPANIES

DISCIPLINARY CODE AND PROCEDURE

1. Introduction

- 1.1 The implementation of a Disciplinary Code and Procedure by the Company is essential for the efficient running of the Company's business, the safety and fair treatment of its employees and sound industrial relations.
- 1.2 The Disciplinary Code and Procedure is intended to ensure that employees have knowledge of the disciplinary rules governing their employment and it accordingly describes the action which may be taken by the Company should an employee commit an offence.
- 1.3 Management shall be primarily responsible for discussing and resolving disciplinary problems with their subordinates.
- 1.4 The Personnel Department or a designated Manager may be requested by an employee or Management to give guidance or assistance at any stage of the Disciplinary Procedure.
- 1.5 Every employee has the right to be represented at a disciplinary hearing by an employee representative and an employee may also request the employee representative to be present when such employee is being informed of any disciplinary action which will be taken.
- 1.6 All the forms referred to in the Disciplinary Code and Procedure are obtainable from the Personnel Department or designated Manager and only those forms may be used.
- 1.7 The Disciplinary Code and Procedure is not intended to and does not set out the other grounds for termination of employment such as retrenchment and industrial action.

2. Definitions

- 2.1 "day" means any day excluding Saturdays, Sundays, all public holidays and any days during a company shut down period.
- 2.2 "employee representative" means a shop steward, Works Committee member, Employees' Association member or employee chosen by another employee to represent him in terms of this Disciplinary Code and Procedure.
- 2.3 Reference to any one gender herein includes reference to the other gender.
- 2.4 "designated manager" means a manager appointed by the company to deal with personnel matters in the absence of a Personnel Manager/Officer.