

<u>OFFENCE</u>	<u>PENALTY</u>
3.2.1.5 In possession of or under the influence of liquor.	Dismissal
3.2.1.6 In possession of or under the influence of hallucinatory drugs.	Dismissal
3.2.1.7 Driving Company vehicle without authority.	Dismissal
3.2.1.8 Changing a medical certificate or using a false one.	Dismissal
3.2.1.9 Unexplained absence from work for 3 days or more without notifying Company.	Dismissal
3.2.1.10 Being in possession of a firearm or dangerous weapon on Company premises unless authorised by Company in writing.	Dismissal
3.2.1.11 Intimidating or inciting employees to violence of any form.	Dismissal
3.2.1.12 Attempting to or causing the name of the Company to be brought into disrepute.	Dismissal
3.2.1.13 Clocking irregularities.	Dismissal
3.2.1.14 Refusal to work or abandoning job.	Dismissal
3.2.1.15 Failing to wear issued clothing.	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.16 Failing to carry out safety precautions/ instructions.	1st offence - verbal warning 2nd offence-written- final warning 3rd offence-dismissal
3.2.1.17 Absent from work without a valid reason. (Less than 3 days)	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.18 Posting or distributing notices, posters, etc. on Company premises or soliciting of any kind without the Company's written permission.	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.19 Failing to report an accident or damage to Company property.	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal
3.2.1.20 Negligent use of Company motor vehicle.	1st offence - verbal warning 2nd offence-written final warning 3rd offence-dismissal