

3. Disciplinary Code

3.1 General

- 3.1.1 The severity of disciplinary action will depend upon the circumstances of each case.
- 3.1.2 As the offences stated hereunder are not intended to be exhaustive the Company may exercise disciplinary action against an employee who has committed an offence although the offence has not been stated in the Disciplinary Code.
- 3.1.3 Management responsible for exercising disciplinary action will use their discretion and, for example, may prefer to give a verbal warning for a minor offence.
- 3.1.4 In relation to the offences listed hereunder, the Company may dismiss an employee after the steps listed in the penalties column hereunder have been exhausted.
- 3.1.5 In addition, when an employee has received 2 written warnings of any kind for the same or for different offences, the Company may dismiss him upon the third offence.
- 3.1.6 A written warning shall lapse after 12 months has passed subsequent to the giving thereof.
- 3.1.7 The signing of a written warning by an employee means that he acknowledges he was warned and understands the contents of such warning. Failure to sign such a warning will not invalidate the warning.

3.2 Grounds for Disciplinary Action

- 3.2.1 Examples of offences which may lead to penalties such as dismissal, or a verbal or written warning are stated hereunder:

<u>OFFENCE</u>	<u>PENALTY</u>
3.2.1.1 Theft, bribery, fraud or removal of material without authority from Company, another person or premises/building where stationed, or being in unauthorised possession of Company property. It will be based upon fair management judgemental conclusion of intent of theft, notwithstanding legal conviction.	Dismissal
3.2.1.2 Intentional or negligent damage to Company or employee property.	Dismissal
3.2.1.3 Gross incongruousness or insolence.	Dismissal
3.2.1.4 Assault/fighting	Dismissal