

DISCIPLINARY CODE

GROUP A OFFENCES

INCIDENT	1	2	3	4
Poor work performance	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Insubordination	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Absenteeism repeated. Fewer than 3 working days unauthorised or deliberate	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Poor time-keeping	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Littering	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Commits a breach of any rule prescribed for good order, discipline or health	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Failure to keep equipment or work place for which employee is responsible in proper condition	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Contravention of regulations relating to the road traffic ordinance	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice
Consuming food in unauthorised areas	Recorded verbal warning	Written warning	Final written warning	Termination of service with notice

***PERIOD OF VALIDITY OF WRITTEN WARNINGS FOR GROUP A OFFENCES IS SIX MONTHS**

DISCIPLINARY CODE

GROUP B OFFENCES

INCIDENT	1	2	3
Negligence	Written warning	Final written warning	Termination of service with notice
Disrespectful behaviour	Written warning	Final Written warning	Termination service with notice
Any other act harmful to the interest of the firm or its other employees	Written warning	Final written warning	Termination of service with notice
Failure to report in and out on commencement and ceasing of work	Written warning	Final written warning	Termination of service with notice
Using insulting language	Written warning	Final written warning	Termination of service with notice
Carelessness and failure to conserve safety regulations and hygiene rules	Written warning	Final written warning	Termination of service with notice
Willful disregard of rules relating to use of Company vehicles	Written warning	Final written warning	Termination of service with notice
Use of company assets, without prior consent, for non-business purposes	Written warning	Final written warning	Termination of service with notice
Failing to comply with procedures as prescribed in the conditions of service and letter of appointment	Written warning	Final written warning	Termination of service with notice
Receiving undeclared moneys or gifts from clients or supplier	Written warning	Final written warning	Termination of service with notice
Playing cards during official working time or gambling on Company premises	Written warning	Final written warning	Termination of service with notice
Sleeping on duty	Written warning	Final written warning	Termination of service with notice

***PERIOD OF VALIDITY OF WARNINGS FROM GROUP B OFFENCES IS SIX MONTHS**

DISCIPLINARY CODE

GROUP C OFFENCES

INCIDENT
IF AN EMPLOYEE COMMITS ANY OF THE FOLLOWING OFFENCES. HE MAY BE SUMMARILY DISMISSED (WITHOUT NOTICE) IF SO DECIDED FOLLOWING A PROPER HEARING.
Unauthorised consumption on the premises of intoxicating liquor and/or habit forming drugs or being under the influence of such substances whilst on duty, or offering to any other person, or having in his possession intoxicating substances whilst on the premises
Entering or remaining on the premises of the firm whilst in a state of intoxication.
Smoking in areas where "No Smoking" signs are exhibited.
Refusing to execute any reasonable and lawful order given by a supervisor or inciting other employees to refuse.
Fighting or assaulting others; whilst on the premises or attempting to injure or in any other way to intimidate an employee
Being in possession of a firearm or other dangerous weapon on the premises without authority granted by management.
Being guilty of bribery or attempts thereat.
Willfully making ill false report or making false entries on reports or other documents or to management.
Proven theft or fraud, or being an accessory thereto or making an attempt thereat.
Being in possession of Company property without permission (This is <u>not</u> theft; which must be proven in a court of law)
Committing violence or inciting other employees to violence.
Willful damage to, willful neglect of or destruction of firm property, tools, machinery, etc.
Arranging unauthorised meeting.
Gross Insubordination
Revealing of secret or confidential information to unauthorised persons relating to the operation of the firm. Without derogating from the generality of the foregoing prohibition, the following in particular: <ul style="list-style-type: none"> • The manufacturing process of the firm's product and/or • The materials used in the manufacturing of the firm's product and/or • The names of the suppliers of materials used in the manufacturing process of the firm's product and/or • Security arrangements applicable to the Company and/or • Disclosing personal information on any employee of the Company including management
Using confidential information for own purposes.
Misrepresentations of particulars on staff application form.
Undertaking without permission any private agency work in direct competition of Company business
An employee who prior to his confirmation of employment had previously <i>been</i> found guilty of a criminal offence, or had been declared insolvent and failed to disclose this information.
Adversely affects the image and business of the Company through comments, statements and allegations to clients, customer; and suppliers
Intimidation - (proven in a court of law).
Desertion or continued absence without notification for a period of more than 5 days.
Failure to account for Company money in possession of the employee for which the employee is responsible.
Use of Company vehicle without permission or authority.
Incitement to strike without exhausting Company procedures namely, dispute, grievance, or appeal procedure

***THIS LIST IS NOT EXHAUSTIVE AND AN EMPLOYEE MAY BE SUMMARILY DISMISSED FOR ANY CAUSE RECOGNISED IN LAW OR FAIRNESS AS SUFFICIENT.**