



Disciplinary Policy

1. This is the procedure which will be used by Management if you are found guilty of any offence which may require disciplinary action. The definition of offence in this context includes not only criminal offences, but also undesirable work habits. The object of the procedure is to ensure that:

- 1.1 you are given every opportunity to correct your behaviour should you be found guilty of an offence requiring disciplinary action;
- 1.2 you are given every opportunity to present your case if you think you are being treated unfairly;
- 1.3 all employees are treated fairly and consistently when found guilty of an offence.

2. There are four levels of disciplinary action. These are:

2.1 Level One - A Formal Verbal Warning

A formal verbal warning will usually be given if you have not corrected an undesirable work habit which has been discussed with you previously. The person issuing you with the warning will explain to you what you have done and why it is undesirable.

2.2 Level Two - A First Written Warning

A first written warning will be given to you if:

2.2.1 you commit an offence for which you have already received a formal verbal warning in the last six months, or

2.2.2 the offence is regarded as being serious enough to warrant a written warning.

You will be given a copy of the written warning and will be required to sign that you have received it. If you refuse to sign for receipt of the warning, a witness may be called to sign that he/she has seen and heard you being given the warning. The first written warning will stay on your file for six months, after

which it will be removed if you have not committed a similar offence during this period.

2.3 Level Three - A Final Written Warning

You may receive a final written warning if:

2.3.1 you are found guilty of a similar offence for which you have already been given a first written warning within the last six months, or

2.3.2 you are found guilty of a serious offence.

A final written warning is a very serious matter, as it means that you now run the risk of being dismissed if you do not immediately correct your behaviour.

2.4 Level Four - Dismissal

You are liable to be dismissed if:

2.4.1 you are found guilty of a similar offence for which you have already been given a final written warning within the last six months, or

2.4.2 you are found guilty of a very serious offence and Management decides that it can no longer risk your continued employment.

You will not be dismissed without a fair hearing unless Management cannot reasonably be expected to provide this opportunity.

At the hearing you will:

- hear the charges against you
- hear the evidence against you
- be able to state your defense
- be able to cross-examine any witness giving evidence against you
- be represented by a person of your choice (within the organisation) if you so wish

YOU HAVE THE RIGHT TO APPEAL AGAINST ANY DISCIPLINARY ACTION TAKEN AGAINST YOU.