



DISCIPLINARY CODE POLICY

Policy Code: PM12
Version: 1
Approved by: COUNCIL
Approval Date: 31/08/2017

Date Reviewed	Version History
31/08/2017	V1

Schedule 5- Disciplinary Code- Max Penalty Guideline

CODES:

CT	-	Consultation
VB	-	Verbal Warning
WW	-	Written Warning
2WW	-	Second Written Warning
FWW	-	Final Written Warning
DH	-	Disciplinary Hearing
SD	-	Summary Dismissal

NOTE:

1. All disciplinary hearings can lead to dismissal.
2. Each incident is to be dealt with on its own merits; however, consistency must also be maintained when instituting disciplinary action.

Category	No	Nature of offence	1st	2nd	3rd	4th
VERY SERIOUS	1	Deliberate violation of safety rules, causing injury to another person and/or damage to property	DH			
	2	Alcohol/Drugs - in possession of on company premises/on site/under the influence of alcohol/drugs	DH			
	3	Theft, fraud, falsification of document divulging confidential information, company related bribery	SD			
	4	Sabotage - committing the act and/or assisting in the act, both on company premises or of a client	SD			
	5	Assault - verbal and/or physical	DH			
	6	Assault with intent to cause grievous bodily harm	SD			
	7	Deliberate abuse of company property	DH			
	8	Incitement, intimidation, engaging in undesirable activities	DH			
	9	Refusal to obey legitimate instruction	DH			
	10	Unauthorised possession of dangerous weapons	DH			
	11	Desertion - three consecutive working days without permission, or without good reason It is the responsibility of the employee to communicate with his superior regarding any period of absence	SD			
	12	Gross insubordination, serious disrespect, impudence or insolence	DH			
	13	Gross negligence	DH			
	14	Gross incompetence	DH			
	15	Unlawful possession of company property	DH			

	16	Operating machinery without permission	DH			
VERY SERIOUS	17	Receiving unauthorised monies and gifts from clients without reporting such	DH			
	18	Incitement of industrial action etc. without going through the necessary procedures etc. first	DH			
	19	Being found guilty in any criminal court of an offence that could harm the Institute's image	DH			
	20	Harming The Institute's image by making negative remarks to client's	DH			
TIME KEEPING	21	Extended breaks, late arrivals, early departures	WW	2WW	FWW	DH
	22	Unwarranted absence from place of work without good reason	WW	2WW	FWW	DH
WORK OUTPUT	23	Failure to obey instructions	FWW	DH		
	24	Sleeping on duty	FWW	DH		
	25	Failure to obey safety rules and regulations	FWW	DH		
	26	Disregard of Institute rules and regulations	FWW	DH		
	27	Horseplay	WW	2WW	FWW	DH
	28	Keeping others from doing their work	FWW	DH		
	29	Poor quality of work, not adhering to work standards	CT	WW	FWW	DH
	30	Non-productive, unsatisfactory work output	CT	WW	FWW	DH
	31	Dereliction of duty, disregard of specifications	FWW	DH		
	32	Creating or contributing to unsanitary poor housekeeping conditions	WW	2WW	FWW	DH
	33	Injury to another through horseplay and/or negligence	DH			
	34	Poor maintenance of vehicles, tools,	FWW	DH		


		machinery for which employee is responsible				
	35	Failure to report damage to machinery, vehicle and/or tools for which one is responsible	FWW	DH		
	36	Failure to report injury or accident	FWW	DH		
	37	Wilful damage to vehicle, machinery, tools	DH			
ATTITUDE	38	Failure to wear prescribed clothing	WW	FWW	DH	
	39	Non-observance of non-smoking areas	WW	FWW	DH	
	40	Littering	WW	FWW	DH	
	41	Failure to use/wear safety equipment	FWW	DH		
	42	Failure to keep work station and surrounding area clean and tidy	WW	FWW	DH	
	43	Wasting of any resources	FWW	DH		
FIREARM OFFENCES	44	Unauthorised possession of a firearm	SD			
	45	Unauthorised discharge of a firearm	SD			
	46	Leaving firearm unattended	DH			
	47	Leaving ammunition unattended	DH			
	48	Not carrying a valid licence when in possession of a firearm	FWW	DH		
	49	Horseplay and improper handling	FWW	DH		
	50	Threatening someone with a firearm	SD			
COMPUTER RELATED	51	Spending time on the internet for personal use irrespective of purpose	FWW	DH		
	52	Viewing pornographic material or any similar such material	SD			
	53	Using institute's E-Mail for personal use in such a manner that it can qualify as abuse	FWW	DH		
	54	Downloading any software/e-mails other than for the Institute's use	FWW	DH		

	55	Viewing private and confidential information without permission	DH			
	56	Copying programs/files/documents etc. belonging to The Institute other than for authorised use	SD			

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- a. All disciplinary hearings can lead to dismissal.
- b. Each incident is to be dealt with on its own merits; however, consistency must also be maintained when instituting disciplinary action.

1. DISCIPLINARY PROCEDURE

Policy Code	B17-P11	Authorised by	Prof Benjamin Anderson
Version	V1	Signature	
Date Approved	25/07/2018		

Date Reviewed	Version History
25/07/2018	V1

1.1 PROCEDURE DESCRIPTION

The procedure to be followed in case of disciplinary enquiry.

Step	Description	Notes
1	Line Manager to notify the Human Resource Manager to schedule a Disciplinary Enquiry	
2	Human Resource Manager will notify the employee in writing at least 3 days before the date	The notice will indicate the attendees, allegation against the employee, the time, venue and proceedings
3	Employee should sign receipt of the notice	If they refuse to sign a witness should confirm that the notice has been served
4	Line Manager to prepare and bring relevant evidence and/or information to the Disciplinary Enquiry	

5	Chairperson will convene the enquiry	
6	In the enquiry, the Line Manager will present the charge and the evidence collected and give the employee the opportunity to provide feedback	Both the Line Manager and the employee can call witnesses if relevant to the proceedings
7	All attendees concerned will be asked to leave the room during deliberations	
8	The Chairperson will then call in the employee and their representative/s and present the findings in respect of the charge	
9	The Human Resource Manager will prepare and document all warning documents	
10	The Human Resource Manager in the presence of a witness will issue the warning	
11	Once all documents are signed, the employee will receive a copy of the disciplinary note and the original will be filed in the employee file	
12	If the employee does not appeal within 5 working days the finding of the disciplinary enquiry is deemed final	
13	Employee can appeal the decision by submitting the Appeal application within 5 working days to the Line Manager	
14	The Line Manager to advise the Human Resource Manager of the Appeal application	
15	The Human Resource Manager to arrange for an Appeal meeting with another Manager, preferable more senior than the Line Manager	
16	Human Resource Manager will notify the employee in writing, at least 24 hours before the date	
17	Employee should sign receipt of the notice	
18	The Appeals' Panel will consider additional evidence and hear new witnesses	
19	The Appeals' Panel will evaluate the relevant information and conclude on the outcome	
20	The Appeals' decision is final and the employee will be notified in writing by the Human Resource Manager	
21	Once all documents are signed, the employee will receive a copy of Appeals' outcome and the original will be filed in the employee file	

1.2 STAKEHOLDERS

#	Stakeholder
1	Human Resource Manager
2	Line Manager

1.3 VERSION CONTROL

Procedure Owner	Version #	Date	Reason
Human Resource Manager	001	25 July 2018	