

DISCIPLINARY PROCEDURE

DISCIPLINARY ACTION TAKEN AGAINST AN EMPLOYEE WILL BE BASED ON THE FOLLOWING PROCEDURE:-

OFFENCE	1ST OCCASION	2ND OCCASION	3RD OCCASION	4TH OCCASION
UNSATIS- FACTORY CONDUCT	VERBAL WARNING RECORDED ON FILE	WRITTEN WARNING RECORDED ON FILE	FINAL WARNING RECORDED ON FILE	DISMISSAL
MISCON- DUCT	WRITTEN WARNING RECORDED ON FILE	FINAL WARNING RECORDED ON FILE	DISMISSAL	
GROSS MIS-CON DUCT	DISMISSAL			

NOTES:-

MANAGEMENT RETAINS DISCRETION IN RESPECT OF THE DISCIPLINARY PROCEDURES, TO TAKE INTO ACCOUNT THE SEVERITY OF THE OFFENCE AND THE EMPLOYEE'S LENGTH OF SERVICE.

DISMISSAL FOR GROSS MISCONDUCT OFFENCES WILL RENDER THE EMPLOYEE LIABLE TO TERMINATION WITHOUT NOTICE.

SUSPENSION FROM WORK WITHOUT PAY FOR UP TO 5 DAYS MAY BE CONSIDERED AS AN ALTERNATIVE TO DISMISSAL.

AN EMPLOYEE HAS THE RIGHT TO APPEAL AGAINST ANY DISCIPLINARY ACTION TAKEN.

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THE OPERATION OF THE DISCIPLINARY PROCEDURE CONTAINED IN THE PREVIOUS SECTION IS BASED ON THE FOLLOWING AUTHORITY AT THE VARIOUS LEVELS OF DISCIPLINARY ACTION.

DISCIPLINARY ACTION	ACTION TAKEN BY
VERBAL WARNING	FOREMAN IN CHARGE DIRECTOR
WRITTEN WARNING	DIRECTOR
FINAL WRITTEN WARNING	DIRECTOR
SUSPENSION	DIRECTOR
DISMISSAL	DIRECTOR

THERE MAY BE OCCASION, WHERE DEPENDING ON THE SERIOUSNESS OF THE MISCONDUCT, THAT IT WILL BE APPROPRIATE TO ENTER THE PROCEDURE AT ANY STAGE.

DISCIPLINARY APPEAL PROCEDURE

THE DISCIPLINARY RULES AND PROCEDURES WHICH FORM PART OF YOUR CONTRACT OF EMPLOYMENT, INCORPORATE YOUR RIGHT TO LODGE APPEAL IN RESPECT OF ANY DISCIPLINARY ACTION TAKEN AGAINST YOU.

IF YOU WISH TO EXERCISE THIS RIGHT, YOU SHOULD APPLY TO A WORKING PARTNER WITHIN TWO DAYS OF THE DECISION YOU ARE COMPLAINING AGAINST, STATING WHY YOU FEEL THAT THE PENALTY IMPOSED IS TOO SEVERE AND/OR THAT YOU ARE INNOCENT OF THE STATED OFFENCE.

WHEN THE DISCIPLINARY APPEAL INVESTIGATION IS HEARD, YOU WILL RETAIN THE RIGHT TO BE ACCOMPANIED BY A WORKING COLLEAGUE AND YOU WILL BE GIVEN A FULL OPPORTUNITY TO STATE YOUR CASE.

THE RESULT OF THE APPEAL WILL BE MADE KNOWN TO YOU IN WRITING WITHIN 5 WORKING DAYS AFTER THE HEARING.

GRIEVANCE PROCEDURE

IT IS THE COMPANY'S WISH TO ENSURE THAT ANY EMPLOYEE WHO FEELS DISSATISFIED WITH ANY MATTER RELATING TO HIS/HER WORK SHOULD HAVE AN IMMEDIATE MEANS BY WHICH SUCH A GRIEVANCE CAN BE AIRED AND RESOLVED.

IF YOU FEEL AGGRIEVED AT ANY SUCH MATTER DURING YOUR TIME WITH THE COMPANY, YOU SHOULD:-

1. FIRST RAISE THE GRIEVANCE WITH YOUR IMMEDIATE SUPERIOR.
2. EXPLAIN FULLY TO THAT PERSON THE NATURE AND EXTENT OF YOUR GRIEVANCE, ALLOWING IF YOU SO WISH A WORKING COLLEAGUE TO BE PRESENT WITH YOU TO HELP YOU TO EXPLAIN THE SITUATIONS MORE CLEARLY.
- 3.. AGREE WITH THAT PERSON A FURTHER TIME AT WHICH THE MATTER WILL BE DISCUSSED WITH A VIEW TO RESOLUTION AND/OR A TIME AT WHICH A MORE SENIOR MANAGER OF THE COMPANY WILL BE ABLE TO HEAR YOUR GRIEVANCE IF NO RESOLUTION OF THE PROBLEM IS INITIALLY POSSIBLE.
4. A PARTNER'S DECISION IS FINAL.