



### Disciplinary Code

#### Terms of Warnings

- 1<sup>st</sup> Written Warning: 6 months
- 2<sup>nd</sup> Written Warning: 9 months
- Final Written Warning: 12 months

- All Warnings will be processed by the employees relevant Line Manager and served to the Employee in an informal discussion/consultation process.
- Such an event can be witnessed by a co-employee, HR Manager or member of the Management Team but no representation is permitted
- Any related offence occurring within 12 months after a Final Written Warning has been issued **will result in a disciplinary** hearing being instituted.

#### Disciplinary hearing Process:

- A Formal Disciplinary hearing can be scheduled in any disciplinary process where the accused could potentially face dismissal.
- A minimum of 48 hours' Notice of such a hearing to be given to all parties.
- The designated chairman should issue the Outcome Report and recommended disciplinary Sanction to the parties within 3 working days after the hearing but can be done straight after the hearing also. Should any delays due to operational reasons prevent the issuing of these within the time allocated then this will be communicated to the parties.
- If Summary dismissal is sanctioned then the Employee will be paid up until the date that the dismissal letter is issued to the employee.
- Alternative Sanctions that can be prescribed instead of Dismissal is amongst others Final Written Warning, Demotion with reduced Salary or Suspension without pay.
- There is no right to an internal appeal. If dismissed, the accused is however reminded of the right to refer a dispute to the CCMA within 30 days.

#### GUIDELINE SCHEDULE FOR OFFENCES AND SUGGESTED CORRECTIVE ACTION TO BE TAKEN

The listed offences below are by no means exhaustive and the Company retains the right to charge an employee for any additional offence not listed here as would be fair and reasonable to do given the circumstances surrounding any misconduct.

Rev. No.	Date Created	Review Date	Changes	Prepared by	Reviewer	Approval CEO	CJA Telecommunications (Pty) Ltd
4	21/07/2020	07/2021	Revised	D. Neethling	M. Croukamp	Z. Janssen	
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NATURE OF MISCONDUCT	1 <sup>ST</sup> OFFENCE	2 <sup>ND</sup> OFFENCE	3 <sup>RD</sup> OFFENCE	4 <sup>TH</sup> OFFENCE
<b>Class A:</b> 1. Any Form of Dishonesty 2. Use of Racist Remarks 3. Sexual harassment 4. Breach of duty to act in good faith 5. Gross insubordination / negligence 6. Participation in an unprotected strike or any other form of unprotected protest action. 7. Failure to adhere to Health & Safety standards, rules and procedures 8. Testing Positive for any intoxicating substance whilst on duty 9. Unauthorized possession of dangerous weapon / intoxicating substance on work premises 10. Any form of aggressive or improper behavior towards management, a fellow employee, sub-contractor or client of the Employer 11. Unauthorized possession or misappropriation of company property, or property belonging to employees, customer or supplier 12. Absence without permission from or notice to management for a period of 5 or more consecutive work days including	Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal Dismissal			

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absence on weekends or public holidays when instructed or scheduled to work.				
13. Malicious or deliberate damage/injury to, or threatening such damage/injury to the person or property of a member of the business, co-employee or client (including any act of sabotage)	Dismissal			
14. Any other serious deviation from company policy, standards and rules.	Dismissal			
15. Being found / showing signs of / presenting to be Drunk / Under the influence / intoxicated whilst on duty	Dismissal			
16. Attempting to conceal evidence of misappropriation or attempted misappropriation.	Dismissal			
17. Assisting others to misappropriate company property or withholding information of such acts or attempted acts.	Dismissal			
18. Falsifying or altering records or documents.	Dismissal			
19. Submitting to the company any false statements or documents including driver's license and medical certificate.	Dismissal			
20. Falsifying records/ notes for the purpose of achieving required output/targets/ commission/ incentives or any other form of gain.	Dismissal			
21. False claim of overtime pay.	Dismissal			


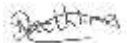


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22. Providing false or misleading information in job application documentation or during Interview.	Dismissal			
23. Bribing or attempting to bribe and/or inducement to any other person or accepting bribes, consideration.	Dismissal			
24. Committing or being found guilty of having committed any act which may affect the trust relationship between the company and the Employees.	Dismissal			
25. Driving any company vehicle or operating its machinery/equipment while under the influence of apparent alcohol or any other narcotic substances.	Dismissal			
26. Divulging of confidential information or trade secrets.	Dismissal			
<b>Class B:</b>				
1. Victimization, intimidation/ threats whether physical or verbal or any other form of menacing behavior.	Final Written Warning	Dismissal		
2. Insubordination.	Final Written Warning	Dismissal		
3. Sleeping on duty.	Final Written Warning	Dismissal		
4. Unauthorized use or misuse of Company Property.	Final Written Warning	Dismissal		
5. Failure to obey and/or carry out a lawful and reasonable instructions.	Final Written Warning	Dismissal		

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6. Withholding any information about misappropriation or theft of company property by others or such attempted act.	Final Written Warning	Dismissal		
7. Negligent damage, loss or wastage of goods or equipment.	Final Written Warning	Dismissal		
8. Leaving Site keys unattended or losing Site keys.	Final Written Warning	Dismissal		
9. Bringing the name of the fellow employee, customer or supplier into disrepute.	Final Written Warning	Dismissal		
10. Refusal to work, including overtime as per contract of employment.	Final Written Warning	Dismissal		
11. Absence without permission from or notice to management for a period of between 2 and 4 consecutive work days including weekends or holidays when scheduled or instructed to work.	Final Written Warning			
12. Failing to meet set deadlines or to complete work timeously.	Final Written Warning			
13. Failing to report damage to company vehicle/property or accident.	Final Written Warning			
14. Viewing of offensive material while on duty.	Final Written Warning			
<b>Class C:</b>				
1. Failure to do work properly/Failure to provide high level service or courtesy to our customer.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
2. Failure to keep confidential documents and records in a safe and secured place.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal

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3. Failure to keep workplace or Company assets clean and tidy.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
4. Unauthorized absence from workplace for a single day.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
5. Abusive, insulting and derogatory language, signs or clothing.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
6. Rowdy or similar disruptive behavior.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
7. Smoking in a "non-smoking" area.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
8. Low work output without any valid reason.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
9. Poor time keeping i.e. late arrival for work and/or early departure.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
10. Failure to comply with required procedures in the submission of Fuel usage / Travel and/or LOA claims and processing.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
11. Failure to comply with operational procedures, process, standards and expectations.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal
12. Failure to provide high level service or courtesy to guest/customer.	1 <sup>st</sup> Written Warning	2 <sup>nd</sup> Written Warning	Final Written Warning	Dismissal

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