



**EPSIDON TECHNOLOGY HOLDINGS (PTY) LTD
AND ALL OF ITS AFFILIATES**

**EMPLOYEE DISCIPLINARY
CODE OF CONDUCT**

DISCIPLINARY COD-POL

Revision 1

Effective Date: February 2021

REVISION HISTORY

VERSION NUMBER	REVISION DATE	EFFECTIVE DATE	COMPILED BY	APPROVED BY	DESCRIPTION OF CHANGE
01	01/2021	02/2021	Human Resources	Debbie Abrahall (Managing Director) and Tanya Boer (Group HR)	First version

DEPARTMENT: HUMAN RECOURSES

IDENTIFICATION	STORAGE	PROTECTION	RETENTION TIME	VERSION IN PROCESS	DISPOSITION
Disciplinary Code of Conduct - Policy	Electronic	Back-up	N/A		N/A

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This document (including but not limited to manuals, policies, procedures, forms referenced or included herein) applies to all Affiliated Companies of Epsidon Technology Holdings (Pty) Ltd, (hereinafter referred to as the **“Company”**).

“Affiliated Company (ies)” means, in relation to Epsidon Technology Holdings Pty) Ltd, a subsidiary of this entity, or any division or operating branch of each subsidiary of this entity and all its subsidiaries.

Including but not limited to:

- 1.1. Epsidon Technology Distribution (Pty) Ltd t/a First Distribution
- 1.2. Epsidon Management and Marketing Consultancy (Pty) Ltd
- 1.3. Cloud Brokerage Services (Pty) Ltd
- 1.4. Evenflow Distribution (Pty) Ltd
- 1.5. Nology (Pty) Ltd
- 1.6. Epsidon Technology Distribution- Kenya (Pty) Ltd
- 1.7. Epsidon Technology Distribution Limited- (Mauritius)
- 1.8. Linux Warehouse (Pty) Ltd
- 1.9. First Device Management Technology (Pty) Ltd

This list is subject to amendment at the sole discretion of the Epsidon Technology Holdings (Pty) Ltd and will include all affiliates whether listed or not.

“Employee(s)” means an employee and/or any member of staff and/or independent contract and/or subcontractor of the Employer and/or any individual or entity involved in the provision of services on behalf of the Employer.

DISCIPLINARY CODE

1. PURPOSE

The purpose of this code is to outline the standard conduct and rules applicable to employees at the workplace. It is accepted that a disciplinary code and procedure are necessary for the efficient running of Company, the safety and fair treatment of all employees and for ensuring sound labour and management relations.

2. SCOPE

This policy applies to all our employees regardless of employment agreement or rank within the Company. Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

3. POLICY

3.1. COMPLIANCE WITH LAW

All employees must protect our Company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our Company's finances, products, partnerships, and public image.

3.2. RESPECT IN THE WORKPLACE

All employees should respect their colleagues. The Company will not allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

3.3. PROTECTION OF COMPANY PROPERTY

All employees should treat our Company's property, whether material or intangible, with respect and care.

3.3.1. Employees

3.3.1.1. Should not misuse company equipment or use it frivolously.

3.3.1.2. Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

3.3.1.3. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

3.4. PROFESSIONALISM

All employees must show integrity and professionalism in the workplace:

3.4.1. Personal appearance

All employees must follow our dress code and personal appearance guidelines.

3.5. CORRUPTION

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

3.6. JOB DUTIES AND AUTHORITY

3.6.1. All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community.

3.6.2. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload.

3.6.3. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

3.6.4. We encourage mentoring throughout our company.

3.7. ABSENTEEISM AND TARDINESS

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

3.8. CONFLICT OF INTEREST

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

3.9. COLLABORATION

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

3.10. IT USAGE INFRASTRUCTURE

3.10.1. Company internet connection is primarily for business however, you can occasionally use our connection for personal purposes as long as they don't interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you are asked to.

3.10.2. You must not use our internet connection to:

3.10.2.1. Download or upload obscene, offensive, or illegal material.

3.10.2.2. Send confidential information to unauthorized recipients.

3.10.2.3. Invade another person's privacy and gain access to sensitive information.

3.10.2.4. Download or upload pirated movies, music, material or software.

- 3.10.2.5. Visit potentially dangerous websites that can compromise our network and computers' safety.
- 3.10.2.6. Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.
- 3.10.3. Corporate email
 - 3.10.3.1. Email is essential to our work. You should use your company email primarily for work, but we allow some uses of your company email for personal reasons.
 - 3.10.3.2. Work-related use. You can use your Company email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
- 3.10.4. No matter how you use your corporate email, we expect you to avoid:
 - 3.10.4.1. Signing up for illegal, unreliable, disreputable or suspect websites and services.
 - 3.10.4.2. Sending unauthorized marketing content or emails.
 - 3.10.4.3. Registering for a competitor's services, unless authorized.
 - 3.10.4.4. Sending insulting or discriminatory messages and content.
 - 3.10.4.5. Spamming other people's emails, including your co-workers.

3.11. OBLIGATION TO ACT IN GOOD FAITH

- 3.11.1. An employee may not use or divulge for his own benefit or the benefit of a third party, confidential information obtained as a result of his employment.
- 3.11.2. The Employee's duty to the Employer to act in good faith also implies that the Employee must further the business of the Employer. This duty has various facets, namely:
 - 3.11.2.1. The Employee must devote their ordinary working hours to the Employers business,
 - 3.11.2.2. The Employee may not work for another employer or himself at the same time, without written permission from the Employer,
 - 3.11.2.3. The Employee may not use the Employer's facilities or time for purposes other than the legitimate business of the Employer,
 - 3.11.2.4. The Employee may not compete with the Employer (whilst in its employment),
 - 3.11.2.5. An employee may not be dishonest with regard to the affairs of his employer (e.g. fraud, theft or receiving secret commission while doing the work of the Employer).

3.12. DISCIPLINARY ACTIONS

- 3.12.1. It is noted that the below will be used as a guideline when implementing Disciplinary Procedures and that the Chairperson of a hearing may decide to implement sanctions which are more harsh or lenient than that of the below guideline depending on the severity and circumstances of the incident at hand. The Company endeavours through this Code, to apply fair and consistent sanctions.

- 3.12.2. There may also be incidents which warrant charges which are not listed below, and, in such cases, Senior Management will use their discretion when issuing charges, being as fair and consistent as possible.
- 3.12.3. It is further noted that no employee shall be dismissed without a procedurally fair Disciplinary hearing taking place which will give the employee an opportunity to present their case. If the employee fails to attend their hearing which they have been notified of, the hearing will proceed in their absence.
- 3.12.4. Charges relating to Theft, Dishonesty, Violence, Intimidation, Absconding or any charge which would place the Staff or the Company itself at risk if the Employee would be allowed to work out a notice period, would be regarded as a summary dismissible charge, meaning that if the employee were to be found Guilty of such charge they would be Dismissed without Notice or Notice Pay.
- 3.12.5. Furthermore, to provide guidelines for management to ensure the fair, just and uniform application of disciplinary measures and to provide a reference for management engaged in applying discipline.

3.13. UNDERLYING PRINCIPLES

This code is based on the following principles, which must be observed under all circumstances:

- 3.13.1. The application of discipline is the right and responsibility of line management. As disciplinary action should not be taken lightly, the responsibility for implementing action is reserved for Company representatives of the appropriate responsibility and seniority. The imposition of discipline is therefore the prerogative of management only.
- 3.13.2. Disciplinary steps are instituted to obtain the co-operation and involvement of all employees within the workplace, and to protect the interests of both the employee and the employer in the process of dealing with unacceptable behaviour.
- 3.13.3. In the enforcement of discipline, the emphasis must rather be focused on guidance and rehabilitation than on the imposition of punishment. However, where necessary, punishment must be used as a legitimate deterrent in the maintenance of discipline.
- 3.13.4. In certain instances, the company reserves the right to impose the most severe sanction on an employee without having to follow the principles of corrective and progressive discipline.
- 3.13.5. The application of discipline must always be lawful, just, fair, and consistent.

3.14. DISCIPLINARY SANCTIONS

There are four basic sanctions that can be imposed against any employee. In order of severity these are:

- 3.14.1. Verbal warning
 - In case of a moderate offence, a superior should conduct an informal disciplinary interview with the employee that may result in a verbal reprimand. Written record is kept of this warning and it will be valid for (three) 3 months.
- 3.14.2. Written warning and final written warning

- 3.14.2.1. If verbal warnings fail, management should give the employee a formal written warning. A repetition of wrongful behaviour or a more serious offence can result in a final written warning.
- 3.14.2.2. A written warning shall be valid for a period of 6 (six) months and a final written warning for 12 (twelve) months, or as otherwise determined by the chairperson.
- 3.14.2.3. All written warnings will be recorded on a disciplinary form that will be placed on the employee's file. A copy of the disciplinary form will be handed to the employee.
- 3.14.3. Dismissal with pay in lieu of notice or summary dismissals.
 - 3.14.3.1. When, in the employer's opinion, a series of progressive and or corrective measures have not produced the anticipated effect; or a series of verbal or written reprimands given for minor misconduct have not been effective; or when an employee is alleged to have committed major misconduct, the company should before taking disciplinary action, hold a formal disciplinary inquiry prior to termination of the employees services.
 - 3.14.3.2. In certain instances, dismissal without notice will be justified in terms of the company policy and precedent and the principles of the common law.
 - 3.14.3.3. The employee must be informed of the reason for his/ her dismissal in writing.

3.15. SCHEDULE OF OFFENCES

The disciplinary code must not be an independent document. The applicable provisions of the disciplinary procedure must be adhered to ensure the fair and just application of discipline within the company.

3.16. COLLECTIVE DISCIPLINE

- 3.16.1. It is generally accepted that the disciplinary code and procedure is aimed at the individual employee. However, in certain circumstances it might be necessary to act against a group of employees who have breached the company's rules and regulations that is a collective entity. In this case, the following guidelines are suggested:
 - 3.16.2. If specific employees have been identified in the larger group, cognisance must be taken of the evidence required for identification.
 - 3.16.3. Identifying witnesses must have had a sufficient opportunity for reliable identification.
 - 3.16.4. Identifying witnesses must be reliable.
 - 3.16.5. Witnesses must have a sufficiently clear recollection of the events.
 - 3.16.6. A major factor is the witnesses' previous knowledge of the person being identified as an alleged transgressor; while of less importance are identification marks, facial features, or clothing. If a substantial group of employees are involved, the following practice should be adhered to:
 - 3.16.6.1. If practicable, present the employees with the option of an individual hearing.

- 3.16.7. If this option is refused, request a delegation, the size of which is dependent upon the number of employees involved. The selected representatives will then represent the employees in the disciplinary hearing.
- 3.16.8. The hearing should be conducted according to the disciplinary procedure in which all the rights of the employees are respected and protected.

3.17. FORMAL DISCIPLINARY INQUIRY

- 3.17.1. It is not required that for every offence a formal disciplinary inquiry be convened prior to deciding on appropriate action. In cases of minor offences an informal inquiry can be conducted prior to imposing a disciplinary sanction. A key aspect of this process is to hear the other side prior to imposing any form of disciplinary action.
- 3.17.2. However, in the event that a severe offence has been committed or there exists the possibility that should the employee concerned be found guilty, he / she could face severe sanction up to and including a final written warning or dismissal, a disciplinary inquiry should be convened.
- 3.17.3. If a disciplinary inquiry is convened the following principles should be observed:
 - 3.17.3.1. The inquiry should be held as soon as possible after the event, provided that a reasonable time is accorded to the employee to prepare for his defense.
- 3.17.4. The employee may, if necessary, be suspended with pay, prior to, during or pending the outcome of the inquiry.
- 3.17.5. The employee should, within a reasonable time after the commission of the alleged offence, be notified in writing of the date, time, and venue of the inquiry; and
- 3.17.6. The employee must be informed in writing of the misconduct, which he/she is alleged to have committed, and of his/her rights at the inquiry.
- 3.17.7. The written notification of the alleged offences committed by the employee should have sufficient information thereupon for the employee to prepare a defense to the charges.
- 3.17.8. Please note that no employee should be dismissed without a disciplinary hearing being conducted.

3.18. CONDUCTING THE FORMAL DISCIPLINARY INQUIRY

- 3.18.1. The following persons will normally be present at the disciplinary inquiry:

The chairperson of the inquiry who will be assigned by management. The company reserves the right to make use of an external impartial chairperson.

 - 3.18.1.1. The accused.

An employee representative, unless the accused does not require representation (the representative should be a fellow employee). No outside representation should be allowed. In the event that the employee requests an outside representative, the chairperson will allow a submission in the regard. The company will be permitted an opportunity to respond and thereafter the chairperson will make a ruling in this regard taking into consideration the parties' comparative

ability, possibility of a complex legal argument or if the matter should bear some form of public interest.

3.18.1.2. The complainant

3.18.2. At the commencement of the inquiry the chairperson should read out and explain the misconduct under inquiry. The chairperson should ask the accused if he/she pleads guilty or not guilty. Written minutes should be taken of the inquiry and signed by all parties present.

3.18.3. The employee has the following rights at the inquiry:

3.18.3.1. Have an interpreter, if requested.

3.18.3.2. Have representation by a fellow employee who can be a shop steward if requested. No legal or other outside representation will be allowed.

3.18.3.3. Can confer with the representative, at reasonable times before, during and after the inquiry.

3.18.3.4. Question the complainant and witnesses during the inquiry either himself or through this representative.

3.18.3.5. Give evidence himself/herself (he/she cannot be compelled to do so); to call witnesses to give evidence and to argue either himself/herself or through his/her representative on the question of whether the misconduct occurred.

3.18.4. After hearing all sides of the case, the chairperson must decide whether the alleged misconduct was committed or not and if so to inform the employee of the finding.

3.18.5. The chairperson must only consult the employee's previous work records after he/she has reached a decision on whether the alleged misconduct was committed.

3.18.6. Should the chairperson find that the accused has committed the offence, the chairperson must allow the accused the opportunity to give evidence and to argue either by himself or through his/her representative in mitigation of the disciplinary sanction to be imposed. The company should be given an opportunity to address the chairperson in aggravation of sentence.

3.18.7. After the chairperson was addressed in mitigating by the employee and if the employer forwarded any aggravating circumstances, the chairperson should decide on the appropriate action to be taken and inform the employee thereof. In deciding on a sanction, the chairperson should take into consideration the following:

3.18.7.1. Evidence submitted in mitigation.

3.18.7.2. Evidence submitted in aggravation (previous record).

3.18.7.3. Precedent set within the company (previous decisions).

3.18.7.4. Company standing policy and procedure in terms of disciplinary sanction.

3.18.8. The outcome of the inquiry

The following outcomes may be handed down to the employee after the inquiry:

3.18.8.1. Exoneration.

3.18.8.2. A verbal reprimand.

3.18.8.3. A written reprimand.

3.18.8.4. Dismissal with pay in lieu of notice.

3.18.8.5. Summary dismissal (without notice)

3.18.9. Right to refer the matter

3.18.9.1. After the sanction has been handed down the employee must be informed of his/her right to refer the matter to the CCMA or Bargaining Council (if applicable) within 30 days of receipt of the sanction.

3.18.9.2. Please note the company does allow for an internal appeal procedure. An appeal can be lodged within three (3) working days from the sanction being handed down. The employee can lodge the appeal with the HR department.

ANNEXURE A: SCHEDULE OF OFFENCES**NOTE**

THE COMPANY RESERVES THE RIGHT TO AMEND, ADD TO OR ADAPT ANY PROVISION OF THIS CODE. SUCH AMENDMENTS WILL HOWEVER BE COMMUNICATED TO ALL EMPLOYEES.

The action as reflected in the columns represents the maximum proposed disciplinary action that may be applied, depending on the nature/type of breach and how many times it has been committed by an employee.

Breaches that are regarded to be related have been grouped into several specific categories. In the application of discipline, previous breaches, and penalties in each category, which are still valid, must be considered when deciding what action is to be taken against a related breach (in the same category).

If the chairperson is of the opinion that there are valid mitigating factors, he/she may impose a lesser penalty.

The schedule of offences and proposed action indicated below merely serve as a guideline and do not constitute inflexible rules that have to be followed to the letter. The circumstances and merits of each individual case must be considered, and the Chairperson is expected to use his/her discretion in making a value judgment. Therefore, deviations from the disciplinary code will be permitted where mitigating and /or aggravating circumstances warrant such deviation.

It is further impossible for the company to list every offence that an employee may commit in the workplace and therefore the company reserves the right to amend this code and/ or charge an employee with an offence that although not contained within this schedule, is deemed an offence in terms of the common law and acceptable practice.

WORD KEY

- VW** - **Verbal Warning**
- WW** - **Written Warning**
- FWW** - **Final Written Warning**
- DISM** - **Dismissal**

CATEGORY OF OFFENCES	EXAMPLES OF OFFENCES FALLING WITHIN THE CATEGORY	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Timekeeping / Attendance	a. Late coming for up to 2 hours	VW	WW	FWW	DISM
	b. Late coming exceeding 2 hours	WW	FWW	DISM	
	c. Leaving early without authorization	WW	FWW	DISM	
	d. Taking extended breaks without permission / authorization (warning depends on the duration of extended break)	VW	WW	FWW	DISM
	e. Taking breaks without permission / authorization	VW	WW	FWW	DISM
	f. Absenteeism: Absent from work for up to 2 consecutive days without permission or a valid reason communicated	WW	FWW	DISM	
	g. Absconding: Absent from work for 3 or more consecutive days without permission or a valid reason communicated, where there is no proved intention of taking up alternative employment	FWW OR DISM	DISM		
	h. Desertion: Absent from work where it appears to be the employee's intention to take up alternative employment (Absent for 5 days or longer)	Dismissal			
	i. Failure to follow leave procedures (No communication OR no valid Reason)	VW	WW	FWW	DISM
	j. Unauthorized working of overtime	WW	FWW	DISM	
	k. Sleeping at work whilst on duty	VW OR WW	FWW	DISM	
Work standard / Negligence	a. If the work done is of a poor quality and/or quantity. <ul style="list-style-type: none"> Failure to exercise proper care and attention regarding the way a task should be performed to the extent that the task must be repeated or 	FWW OR DISM	DISM		

	<p>that equipment is at risk of being damaged.</p> <ul style="list-style-type: none"> Failing to perform duties to the required standard without any acceptable reason. Displaying unreliability, poor co-operation, and a lack of interest in work. 				
Gross Negligence A serious failure by an employee to comply with a standard of care that the employee would reasonably be expected to provide in the completion and fulfilment of his/her duties and or tasks. Generally, has the result of incurring substantial losses on the company	<p>a. Any act or omission which has the potential to give rise to serious consequences to the company or its clients.</p>	DISM			
Dereliction of Duty Failure to comply with a duty to perform a task or job function in terms of allocated tasks and or your job description and or general and recurring duties assigned to the employee.	<p>Dereliction of duty in that on <u>(date)</u> you failed to complete <u>(describe task or function)</u>, a task assigned to you.</p> <p>a. Refer to insubordination for alternative charge (depending on severity)</p>	WW	FWW	DISM	
Loafing / Idleness Refers to standing or sitting about idly or	<p>Loafing/ Idleness in that on the (date) you failed to devote all your time to the</p>	WW	FWW	DISM	

<p>saunter lazily or aimlessly and thereby neglecting one's work, failing to work when there is work to be completed.</p>	<p>furtherance of your duties in that you (describe the event)</p> <p>a. Where an employee is found doing non-worked related acts instead of concentrating on his/her work.</p>				
<p>Note: Attention must be paid to the differences between incapacity (cannot) and misconduct (will not). The disciplinary steps provided for in the code should be applied for "will not".</p> <p>If the unsatisfactory work performance is due to incapacity (cannot), the following must be adhered to:</p> <ul style="list-style-type: none"> • A formal evaluation must be made of the employee's performance. • Substandard performance as well as ways to correct such performance must be discussed with the employee. The employee must also be informed as to the action that can be taken against him if his/her performance does not improve. • Time should be allowed for the employee to improve his/her performance. The company must assist the employee as far as possible and retrain if necessary. • The employee's performance must be re-evaluated. 					
<p>Disobedience / Insubordination</p>	<p>a. Procrastinating of work</p>	<p>WW</p>	<p>FWW</p>	<p>DISM</p>	
	<p>b. Disregarding a direct and legal instruction</p>	<p>WW</p>	<p>FWW</p>	<p>DISM</p>	
	<p>c. Failing to follow Company policies and procedures</p>	<p>WW</p>	<p>FWW</p>	<p>DISM</p>	
	<p>d. Failure or refusal to carry out a lawful and reasonably instruction</p>	<p>WW OR FWW</p>	<p>DISM</p>		
	<p>e. Failure as a Manager, to behave in a competent and diligent manner which as a result has a negative effect on the business and / operations</p>	<p>FWW OR DISM</p>	<p>DISM</p>		
	<p>f. Deliberate flouting of authority of employer</p>	<p>WW OR FWW</p>	<p>FWW OR DISM</p>		
	<p>g. Disrupting the workplace</p>	<p>FWW OR DISM</p>	<p>DISM</p>		
	<p>h. Abuse of Authority</p>	<p>FWW OR DISM</p>	<p>DISM</p>		
	<p>i. Being rebellious and / or mutinous</p>	<p>FWW OR DISM</p>	<p>DISM</p>		
<p>Conflict / Confrontational /</p>	<p>a. Insolence attitude towards any superior / employer</p>	<p>FWW OR DISM</p>	<p>DISM</p>		

Aggressive Behaviour	b. Insubordination towards a more senior employee	FWW OR DISM	DISM		
	c. Vulgar speech / abusive language	FWW OR DISM	DISM		
	d. Abusive Actions or gestures	FWW OR DISM	DISM		
	e. Verbal conflict with a colleague	WW OR FWW	FWW	DISM	
	f. Threat of assault at work	DISM			
	g. Assault at work	DISM			
	h. Intimidating behaviour and / or incitement of employees	DISM			
	i. Deliberate sabotage or damage to the Company's property, materials, equipment, or belongings	DISM			
	j. Sexual and/or racial harassment at work Sexual harassment is attention of a sexual nature that is offensive and unwanted. The unwanted attention distinguishes it from behaviour that is welcome and mutual. The sending of unsolicited email and or messages of a sexual nature. The making of comments and or suggestive remarks and or actions that have a sexual connotation or meaning.	DISM			
	Strike related	a. Participation in an unprotected strike	DISM		
b. Breach of picketing rules during a protected strike		DISM			
Alcohol and drug related offences	a. Being under the apparent influence of alcohol and/or narcotic substance whilst on duty.	FWW OR DISM	DISM		
	b. Smelling of alcohol	WW	FWW	DISM	
	c. Refusal to take a Breathalyzer, polygraph, or drug test and/or	DISM			

	refusing to be searched as per the company policies.				
	d. Unauthorized possession of drugs and/or alcohol	DISM			
	e. Dealing in drugs and/or alcohol at work	DISM			
	f. Possession of dangerous weapons and/or firearms at work without permission	DISM			
	g. Gambling at work	DISM			
	h. Willful insanitary / unhygienic acts while at work	FWW OR DISM	DISM		
Performing other remunerative work without obtaining authorization	a. Moonlighting	WW OR FWW OR DISM	FWW OR DISM	DISM	
Theft and related offences	a. Attempted theft	DISM			
	b. Theft	DISM			
	c. Unauthorized possession of company / client's property	DISM			
Dishonesty / Integrity related	a. Dishonesty	DISM			
	b. Falsification of documentation	DISM			
	c. Fraud	DISM			
	d. Providing false and / or omitting information in your application form / CV	DISM			
	e. Providing false information regarding previous misconduct or criminal offences	DISM			
	f. Submitting a falsified medical Certificate	DISM			
	g. Use of Company facilities without authorization	FWW OR DISM	DISM		
Health & Safety Related	a. Injury to others through negligence or horseplay	FWW OR DISM	DISM		
	b. Failing to observe Management and / or safety regulations	FWW OR DISM	DISM		
	c. Smoking in an unlawful area	FWW OR DISM	DISM		

	d. Smoking in an undesignated area	FWW OR DISM	DISM		
	e. Being in an “out of bounds” area without authorization	FWW OR DISM	DISM		
	f. Failure to comply with instructions given by a Health & Safety Committee Representative	FWW	DISM		
	g. Intentional or reckless interference with Health & Safety measures	FWW OR DISM	DISM		
	h. Failing to report injuries on duties	WW	FWW		
Breach of confidentiality	a. Disclosing confidential information to internal / external parties without permission or Authorisation	FWW OR DISM	DISM		
Creating a negative image of the Company / Bringing the Company’s name into disrepute	a. Acting in a manner which reflects discredit on the Company / Bringing the company name into disrepute. Any conduct that is detrimental to the image and or good standing of the company within the perception of the public thereby creating a negative image of the company	FWW OR DISM	DISM		
	b. Putting the Company’s name in a negative light through social media or otherwise	FWW OR DISM	DISM		
	c. Failing to treat vendors, customers, business partners courteously	FWW OR DISM	DISM		
Competing with the employer and or conflict of interest Acting contrary to the best interest of the employer in disclosing confidential information to a competitor of the company and or conducting business	a. Competing with the employer and or conflict of interest in that on <u>(dates)</u> you worked/made/conducted the business of/gave information concerning <u>(describe content)</u> to <u>(competitors name)</u> in competition with the company and in breach of your contract of employment/duty as an employee.	DISM			

in competition to the company and or failing to disclose an interest in a competing business to the company.	Note 1: Refer to confidentiality obligations for further charge				
<p>Conduct detrimental to the maintenance of good order within the workplace.</p> <p>Conduct that has the effect of being detrimental to the moral of the company and its employees. Normally associated with continuous behaviour of the kind that leads to disharmony within the workplace and behaviour that is aimed at challenging the authority of the company</p>	<p>Conduct detrimental to the maintenance of good order within the workplace in that on the <u>(date)</u>, you <u>(describe conduct)</u>.</p> <p>a. Normally because of small acts of the employee that treated separately do not constitute a serious offence but treated together add up to a serious challenge to the authority of the company.</p>	DISM			
Other Offences	Breach of electronic communication policy	WW	FWW	DISM	
	Industrial sabotage	DISM			
	Posting or distributing notices, posters etc. without Company's permission or soliciting of any kind	WW OR FWW	FWW	DISM	
	Littering	WW	FWW	DISM	
	Loitering	WW	FWW	DISM	
	Viewing of pornographic material while on the premises and / or on duty	FWW OR DISM	DISM		
	Fraternalizing with the opposite or same sex while on the premises and / or duty	FWW OR DISM	DISM		

	Incompatibility	Counselling would be the first step in such instances where the employee would be given an opportunity to improve areas of concern for the Company. If such areas do not improve and the employee's behaviour puts the team culture / operations at risk, disciplinary warnings may be issued, and this may eventually result in the employee's dismissal.
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