



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

**EMPLOYEE DISCIPLINARY
CODE OF CONDUCT**

DISCIPLINARY COD-POL

Revision 2

Effective Date: March 2023

REVISION HISTORY

VERSION NUMBER	REVISION DATE	EFFECTIVE DATE	COMPILED BY	APPROVED BY	DESCRIPTION OF CHANGE
01	01/2021	02/2021	Michelle Hanekom	Debbie Abrahall (Managing Director) and Tanya Boer (Group HR)	First version
02	01 February 2023	03/2023	Michelle Hanekom	Debbie Abrahall (Managing Director) and Tanya Boer (Group HR)	Second 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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1. INTRODUCTION

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**”). 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.

2. PURPOSE

The purpose of this disciplinary policy and procedure is to regulate standards of conduct and behavior of employee at the workplace. It is accepted that a disciplinary code and procedure is necessary to ensure fair and consistent labour practices and the code is intended to be corrective and not punitive.

3. DEFINITIONS

- 3.1 “**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.
- 3.2 “**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.
- 3.3 “**Corrective interview/meeting**”: this is a less formal procedure in comparison with a disciplinary hearing. This process is more suited for less serious offences where the penalty will most likely be corrective action. The interview is the appropriate forum where there is little or no dispute of facts. It is not necessary for an independent third party to chair this process.
- 3.4 “**Presiding officer**” Chairperson of a disciplinary hearing. This is an independent unbiased third party, who may be a suitable manager and/or external persons who has no prior knowledge of the case and will objectively assess the evidence in order to make a finding on guilt and decide on an appropriate sanction.

4. SCOPE

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”). This policy applies to all employees Including but not limited to:

- 4.1.1 Epsidon Technology Distribution (Pty) Ltd t/a First Distribution

- 4.1.2 Epsidon Management and Marketing Consultancy (Pty) Ltd
- 4.1.3 Cloud Brokerage Services (Pty) Ltd
- 4.1.4 Evenflow Distribution (Pty) Ltd
- 4.1.5 Nology (Pty) Ltd
- 4.1.6 Epsidon Technology Distribution- Kenya (Pty) Ltd
- 4.1.7 Epsidon Technology Distribution Limited- (Mauritius)
- 4.1.8 Linux Warehouse (Pty) Ltd
- 4.1.9 First Device Management Technology (Pty) Ltd

5. GENERAL PRINCIPLES

- 5.1 All employees are required to protect the company's legal status and comply with all environmental, safety, and other laws pertaining to our operations.
- 5.2 Employees are required to be ethical and responsible when dealing with our Company's finances, products, partnerships, and public image.
- 5.3 All employees are required to treat each other with respect and dignity The Company will not allow any form of unfair discriminatory behavior, harassment or victimization.
- 5.4 All employees should treat Company property, whether material or intangible, with respect and care.
 - 5.4.1 Should not misuse company equipment or use it frivolously.
 - 5.4.2 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.
 - 5.4.3 Employees should protect company facilities and other material property from damage and vandalism, whenever possible
- 5.5 All employees must show integrity and professionalism in the workplace.
- 5.6 We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party
- 5.6 All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community.
- 5.7 We discourage any supervisors or managers from abusing their authority. We expect them to exercise their managerial discretion with diligence and delegate duties to their team members according to their competencies and workload.
- 5.8 Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.
- 5.9 Employees are required to adhere to the stipulated working hours and conditions of employment as set out in their contracts of employment. Exceptions for occasions that prevent employees from following standard working hours will only be considered with prior arrangements and permission from management.
- 5.10 We expect employees to avoid and/or declare any personal, financial, or other interests

that might hinder their capability or willingness to perform their job duties.

- 5.11 Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
- 5.12 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.
- 5.13 Employees have an obligation to act in good faith. This obligation has various facets, namely:
 - 5.13.1 employee must devote their ordinary working hours to the company,
 - 5.13.2 The Employee may not work for another employer or himself at the same time, without written permission from the Employer,
 - 5.13.3 The Employee may not use the Employer's facilities or time for purposes other than the legitimate business of the Employer,
 - 5.13.4 The Employee may not compete with the Employer (whilst in its employment).
- 5.18 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).

6. IT USAGE INFRASTRUCTURE

- 6.1 Company internet connection is primarily for business purposes. Employees personal use is subject to reasonable usage and on occasion if it does not interfere with the integrity of the network and/or job responsibilities. Likewise, employees are required to temporarily halt personal activities that slow down our internet connection (e.g., uploading photos) if you are asked to.
- 6.2 You must not use our internet and/or company ICT infostructure to:
 - 6.2.1 Download or upload obscene, offensive, or illegal material.
 - 6.2.2 Send confidential information to unauthorized recipients.
 - 6.2.3 Invade another person's privacy and gain access to sensitive information.
 - 6.2.4 Download or upload pirated movies, music, material, or software.
 - 6.2.5 Visit potentially dangerous websites that can compromise our network and computers' safety.
 - 6.2.6 Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.
- 6.3 corporate email
 - 6.3.1 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, if approval is received.
 - 6.3.2 Comply with the email etiquette policy (policy available)
 - 6.3.3 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.
 - 6.3.4 No matter how you use your corporate email, we expect you to avoid:
 - 6.2.4.1 Signing up for illegal, unreliable, disreputable, or suspect websites and services.

6.2.4.2 Sending unauthorized marketing content or emails.

6.2.4.3 Registering for a competitor's services, unless authorized.

6.2.4.4 Sending insulting or discriminatory messages and content.

6.2.4.5 Spamming other people's emails, including your co-workers.

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

- Should not misuse company equipment or use it frivolously.
- 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.
- Employees should protect company facilities and other material property from damage and vandalism, whenever possible.
- Employees are not allowed to utilize the equipment for any personal matters without approval.

7. **DISCIPLINARY GUIDELINES**

7.1 The application of discipline must always be lawful, just, fair, and consistent.

7.2 The application of discipline is the right and responsibility of management. The imposition of discipline is therefore the prerogative of management only.

7.3 Management is to ensure the fair, just, and uniform application of disciplinary measures and to provide a reference for management engaged in applying discipline.

7.4 Employees have the following rights during a formal disciplinary hearing:

7.4.1 Representation by a colleague or shop steward who is in full-time employment of the employer.

7.4.2 An opportunity to state his or her case, lead evidence, call witnesses and to cross-examine the employer's witnesses.

7.4.3 The hearing must be conducted in English. The employee has the right to request an interpreter in his/her language of choice to be present at the hearing. The employee shall inform the complainant within 24 hours prior to the hearing taking place.

7.4.4 Upon completion of the hearing be informed of the outcome of the hearing within a reasonable time, in writing.

7.4.5 If found guilty of the alleged offence, the employee shall have the right to submit mitigating factors before the sanction is imposed.

7.4.6 The employee may refer the matter to the Commission for Conciliation, Mediation and Arbitration (CCMA) against the employer if dissatisfied with the finding of guilt or the sanction or both.

7.5 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.

- 7.6 the emphasis must rather be focused on guidance and rehabilitation than on the imposition of a punishment.
- 7.7 The Company will endeavor through this Code, to apply fair and consistent sanctions.
- 7.8 There may also be incidents that 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.
- 7.9 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. An agreement can also be reached between the Employer and the Employee but will be suspension without pay and to be effective for at least 2 weeks.
- 7.10 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.
- 7.11 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.
- 7.12 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. The validity of a warning may also depend on the severity of the misconduct and by acceptance of employee.
- 7.13 Should an employee who has received proper notice to attend a disciplinary hearing fail to do so, without submitting a valid reason, the hearing may proceed in their absence and the chairperson of the disciplinary hearing may make an appropriate finding.

8. DISCIPLINARY PROCEDURES

This policy makes provision for an informal and formal disciplinary procedure. 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.

8.1 INFORMAL DISCIPLINARY PROCEDURE

- 8.1.1 This process may be instituted for minor offences. Informal disciplinary procedure is intended to have minimal legal formalities.
- 8.1.2 Management may, at any time, conduct an informal disciplinary consultation with the

accused employee.

- 8.1.3 During the informal disciplinary procedure, management may call and employee into an informal meeting without issuing notice to attend a disciplinary consultation.
- 8.1.4 Employees have a right to an interpreter and a representative during the informal process. Legal representation in the form of a practicing attorney, labour consultant or any external person shall not be permitted.
- 8.1.5 The misconduct and evidence thereof shall be presented informally, and parties have an opportunity to respond to allegations of misconduct.
- 8.1.6 A presiding officer is not required during the process, however, an independent suitable manager and/or Human Resources may be called in to assist the parties during the informal process.
- 8.1.7 During the informal disciplinary consultation, management may only issue verbal and Written Warnings valid for three (3) and six (6) months respectively.
- 8.1.8 Employees who receive written or final written warnings must sign such documents as acknowledgement of receipt of the sanction, failing which; the documents will be signed by a witness in their presence.

8.2 FORMAL DISCIPLINARY INQUIRY

- 8.2.1 In the event that a severe offence has been committed or there exists the possibility that the employee concerned may be found guilty of misconduct which warrants a severe sanction up to and including a final written warning or dismissal, a disciplinary inquiry should be convened.
- 8.2.2 If a disciplinary inquiry is convened the following principles should be observed:
 - 8.2.2.1 The inquiry should be held within a reasonable time after management has been made aware of the misconduct.
 - 8.2.2.2 the employee must be provided with a reasonable opportunity to prepare for his defense.
 - 8.2.2.3 The employee may, if necessary, be suspended with pay, prior to, during or pending the outcome of the inquiry.
 - 8.2.2.4 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
 - 8.2.2.5 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.
- 8.2.3 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.
- 8.2.4 The chairperson of the inquiry will be assigned by management. The company reserves the right to make use of an external impartial chairperson.
- 8.2.5 A formal request for representation shall be directed to the complainant within 48 hours

prior to the hearing taking place. Legal representation in the form of a practicing attorney, labour consultant or any external person shall not be permitted.

- 8.2.6 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.
- 8.2.7 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 of receipt of the sanction.

9. COLLECTIVE DISCIPLINE

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 will apply:

- 9.1 If specific employees have been identified in the larger group, cognisance must be taken of the evidence required for identification.
- 9.2 Identifying witnesses must have had a sufficient opportunity for reliable identification.
- 9.3 Identifying witnesses must be reliable.
- 9.4 Witnesses must have a sufficiently clear recollection of the events.
- 9.5 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:
- 9.5.1 If practicable, present the employees with the option of an individual hearing.
- 9.6 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.
- 9.7 The hearing should be conducted according to the disciplinary procedure in which all the rights of the employees are respected and protected.

10. SANCTIONS

There are five basic levels of disciplinary action which can be taken against an employee. Depending on the severity of misconduct and duration the following is applicable in the event that an employee is found guilty of misconduct after the formal and informal procedure:

- 10.1.1 **Verbal Warning: valid for three (3) months.**
- 10.1.2 **Written Warning: valid for six (6) months.**

- 10.1.3 **Final Written Warning: valid for twelve (12) months.**
- 10.1.4 **Demotion or Unpaid suspension without pay as an alternative to dismissal.**
- 10.1.5 **Dismissal with or without notice.**

- 10.2 Notwithstanding the above, in addition to the sanctions, the Company may recover any losses as a result of misconduct which has resulted in a financial loss.
- 10.3 Warnings must be recorded on the employee's personnel file. The cumulative disciplinary efforts of the employer may be taken into consideration should an employee be found guilty of committing the same or similar offence.
- 10.4 All expired sanctions will remain on the employee's file for record keeping purposes and may be utilized to prove that an offence has been committed previously. Where there is a pattern of misconduct, expired warnings can be utilised as aggravating factors.
- 10.5 The Company applies a progressive disciplinary regime wherein offences do not necessarily have to be similar in order for the next level of disciplinary action to be implemented. This means that where an employee has a valid existing and/or expired warning for misconduct albeit unrelated to any other offence then cumulative disciplinary action would apply.
- 10.6 Employees who receive written or final written warnings must sign such documents as acknowledgment of receipt of the sanction, failing which; the documents will be signed by a witness in their presence. The signing of these documents shall not be interpreted as an admission of guilt and the employee still retains the right to refer the matter to the CCMA.

11. CONCLUSION

This document (including but not limited to manuals, policies, procedures, forms referenced or included herein) are the intellectual property of Epsidon Technology Holdings (Pty) Ltd. The company reserves the right to amend this document as when required.

SCHEDULE OF OFFENCES

The disciplinary code is not an independent document. The below categories are not to be used as prescriptive but rather as a guideline to ensure consistent application of discipline. In addition, employees may be disciplined for misconduct that is not categorically stated in the schedules.

CATEGORY OF OFFENCES	EXAMPLES OF OFFENCES FALLING WITHIN THE CATEGORY	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE	4TH OFFENCE
Timekeeping / Attendance	a) Late coming for up to 1 hours	VW	WW	FWW	DISM
	b) Late coming exceeding 2 hours (After 4 hours, it will be unpaid and considered as Absenteeism)	WW	FWW	DISM	
	c) Leaving early within 2 hours of work ending	VW	WW	FWW	DISM
	d) Leaving early with more than 2 hours of work ending (Leaving 4 hours + later, will be unpaid and considered as Absenteeism)	WW	FWW	DISM	
	e) Taking extended breaks without permission / authorization (warning depends on the duration of extended break)	VW	WW	FWW	DISM
	f) Taking breaks without permission /authorization	VW	WW	FWW	DISM
	g) absenteeism: Absent from work for up to 2 consecutive days without permission or a valid reason communicated	WW	FWW	DISM	

	h) 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		
	i) Desertion: Absent from work where it appears to be the employee's intention to take up alternative employment	DISM			
	j) Failure to follow leave procedures (No communication OR no valid Reason)	VW	WW	FWW	DISM
	k) Unauthorized working of overtime	WW	FWW	DISM	
	l) Sleeping at work whilst on duty	VW OR WW	FWW	DISM	
Work standard / Negligence	a) Negligence If the work done is of a poor quality and/or quantity. Failure to exercise proper care and attention regarding the way a task should be performed to the extent that: <ul style="list-style-type: none"> i. the task must be repeated, or equipment is at risk of being damaged. ii. Failing to perform duties to the required standard without any acceptable reason. iii. Displaying unreliability, poor co-operation, and a lack of interest in work. 	FWW OR DISM	DISM		
	b) 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	WW / FWW	FWW / DISM	DISM	

	<p>recurring duties assigned to the employee.</p> <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>Refer to insubordination for alternative charge (depending on severity)</p>				
	<p>c) Gross Negligence</p> <p>Any act or omission which has the potential to give rise to serious consequences to the company or its clients. 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>	FWW OR DISM	DISM		
Work related / Insubordination.	<p>a) Delaying of work / Loafing / Idleness / Procrastinating</p> <p>Failing to work when there is work to be completed and / or if an employee is found doing non-work-related acts instead of concentrating on his / her work</p>	WW	FWW	DISM	
	<p>b) Disregard and / or failing to follow policies and procedures</p>	WW	FWW	DISM	
	<p>c) Failure or refusal to carry out a lawful and reasonable instruction</p>	WW / FWW	FWW / DISM	DISM	
	<p>d) Failure as a manager, to behave in a competent and diligent manner which as a result has a negative effect on the business and / or operations</p>	WW / FWW	FWW / DISM	DISM	

	e) Deliberate flouting of authority of employer	WW OR FWW	FWW OR DISM		
	f) Disrupting the workplace	FWW OR DISM	DISM		
	g) Abuse of Authority	FWW OR DISM	DISM		
	h) Being rebellious and / or mutinous	FWW OR DISM	DISM		
Conflict / Confrontational / Aggressive Behaviour	a) Acting in a manner which reflects discredit on the company and / or 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.	FWW OR DISM	DISM		
	b) Putting the company's name in a negative light through social media or otherwise	FWW OR DISM	DISM		
	c) Deliberate negligence or damage to the Company property, materials, equipment or belongs	DISM			
	d) Riotous behavior	DISM			
	e) Failing to treat clients courteously or respectful.	WW / FWW	FWW / DISM	DISM	
	f) Failing to attend to your clients / external or internal parties in a timeously manner, resulting in complaints	WW	FWW	DISM	
	g) Disclosing confidential information to stakeholders or other outside parties	DISM			

	h) Insubordination towards a more senior employee	FWW OR DISM	DISM		
	i) Insolence attitude towards any superior / employee	FWW OR DISM	DISM		
	j) Vulgar speech / abusive language	FWW / DISM	DISM		
	k) Abusive actions or gestures	FWW / DISM	DISM		
	l) Verbal conflict with a colleague	WW / FWW	FWW / DISM	DISM	
	m) Threat of assault at work	DISM			
	n) Assault at work	DISM			
	o) Intimidating behavior and / or incitement of employees	DISM			
	p) Deliberate sabotage or damage to the Company's property, materials, equipment, or belongings	DISM			
	q) 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 behavior that is welcome and mutual. The sending of unsolicited email and or messages of a sexual nature / intention / sign. The making of comments and or suggestive remarks and or actions that have a sexual connotation or meaning.	DISM			

Dress code	a) Failing to comply with the appearance / hygiene requirements	VW	WW	FWW	DISM
	b) Inappropriate / unprofessional attire	VW	WW	FWW	DISM
Alcohol and drug related offences	a) Being under the apparent influence of alcohol and / or narcotic substances whilst on duty	DISM			
	b) Smelling of alcohol	VW	WW	FWW	DISM
	c) Refusing to take a breathalyzer, polygraph, or any test and / or refusing to be searched	DISM			
	d) Unauthorized possession of drugs and / or alcohol	DISM			
	e) Dealing in drugs and / or alcohol at work	DISM			
Performing other remunerative work without obtaining authorization	a) Moonlighting	FWW / DISM	DISM		
Theft and related offences	a) Attempted theft	DISM			
	b) Theft	DISM			
	c) Unauthorized possession of property that doesn't belong to you	DISM			
	d) Invasion of privacy	DISM			

	e) Tampering with stock / equipment	DISM			
	f) Consumption of stock	DISM			
	g) Possession of dangerous weapons and/or firearms at work without permission	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 and / or omitting information	DISM			
	f) Use of company facilities without authorization	DISM			
Health & Safety	a) Willful insanitary / unhygienic acts while on duty	WW	FWW	DISM	
	b) Injury to others through negligence or horseplay	FWW / DISM	DISM		
	c) Failing to apply to your rights as an employee / First Aiders/ H&S Rep / Fire Fighter / Manager	FWW / DISM	DISM		
	d) Smoking in an unlawful area	DISM			
	e) Smoking in an undesignated area	FWW / DISM	DISM		

	f) Failure to comply with instructions from a Rep	FWW	DISM		
	g) Failing to report injuries on duties	FWW	DISM		
Strike related	a) Participation in an unprotected strike	DISM			
	b) Breach of picketing rules during a protected strike	DISM			
Conduct detrimental to the maintenance of good order within the workplace.	a) Conduct detrimental to the maintenance of good order within the workplace in that on the <u>(date)</u> , you <u>(describe conduct)</u> . Normally associated with continuous behavior of the kind that leads to disharmony within the workplace and behavior that is aimed at challenging the authority of the company	FWW / 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	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		

competitor of the company and or conducting business					
Other offences.	a) Breach of company policies and procedures	WW / FWW	FWW / DISM	DISM	
	b) Industrial sabotage	DISM			
	c) Posting or distributing notices, posters etc. without Company's permission or soliciting of any kind	WW OR FWW	FWW	DISM	
	d) Littering	WW	FWW	DISM	
	e) Loitering	WW	FWW	DISM	
	f) Misuse of Company property	WW / FWW / DISM	FWW / DISM	DISM	