DISCIPLINARY CODE of Gordon's Bay Security Trust / (Pty) Ltd

The action may, depending on the extent, seriousness and circumstances of the offence, deviate from the underlisted guidelines or actions.

CODE	SUBSTANTIVE ISSUE		MISCONDUCT	ACTION 1st Offence	ACTION 2nd Offence	ACTION 3rd Offence	ACTION 4th Offence
1	POOR WORK ATTENDANCE	1.1	Reporting late for duty	Counseling or written warning	Serious written warning	Final written warning	Dismissal
		1.2	Leave place of work early or without permission	Counseling or written warning	Serious written warning	Final written warning	Dismissal
		1.3	Abuse of sick leave	Serious written warning	Final written warning	Dismissal	
		1.4	Unauthorised absence of up to 2 days	Written warning	Serious written warning	Final written warning	Dismissal
		1.5	Unauthorised absence 3 to 4 days	Serious written warning	Final written warning	Dismissal	
		1.6	Unauthorised absence of 5 days or more	Dismissal			
		1.7	Failure to inform management timeously of absence	Serious written warning	Final written warning	Dismissal	

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2	**POOR WORK PERFORMANCE**	2.1	Unsatisfactory work performance due to refusal to perform	Serious written warning with training and guidance	Final written warning with training and guidance	Dismissal	
		2.2	Carelessness or negligence in the execution of one's duties	Serious written warning	Final written warning	Dismissal	
		2.3	Unreliable performance, poor co-operation and general lack of interest in performance standard	Serious written warning	Final written warning	Dismissal	
		2.4	Sleeping on duty	Dismissal			
		2.5	Poor workmanship	Serious written warning with training and guidance	Final written warning with training and guidance	Dismissal	

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3	**RESISTANCE TO AUTHORITY AND BEHAVIOUR**	3.1	Undermining of authority	Dismissal			
		3.2	Gross disrespect towards Management	Dismissal			
		3.3	Refusing or ignoring of a legitimate instruction (or the influencing of other employees to act accordingly)	Dismissal			
		3.4	Failure to report for overtime duties despite an undertaking to work, without a valid reason	Final written warning	Dismissal		
		3.5	Blatant disregarding of a standing or internal procedure or instruction	Dismissal			
		3.6	Insubordination	Dismissal			
		3.7	Gross negligence	Dismissal			
		3.8	Refusal to provide relevant personal information	Final warning	Dismissal		
		3.9	Use of abusive language	Final warning	Dismissal		

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4	**UNDISCIPLINED BEHAVIOUR**	4.1	Horseplay (depending on the extent, seriousness and circumstances of offence employee may be dismissed at the first offence)	Serious written warning	Final written warning	Dismissal	
		4.2	Willful damage to company property or abuse thereof	Dismissal			
		4.3	Assault or attempting or threatening to assault	Dismissal			
		4.4	Fighting on company property while still on duty (Seriousness and circumstances may only warrant a final written warning)	Dismissal			

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5	**SAFETY AND SAFETY CONSCIOUSNESS**	5.1	Contravening a legal regulation	Dismissal			
		5.2	In possession of forbidden articles	Dismissal			
		5.3	Unauthorised possession of a firearm or dangerous weapon	Dismissal			
		5.4	Being under the influence of alcohol (BAC greater than 0.00%), unfit for duty as a result of drunkenness, drinking on duty or the use of illegal intoxicating substances	Dismissal *Note should an employee report a dependency problem to the employer prior to committing an offence, possible assistance to the employee should be considered.			
		5.5	Unauthorised possession of alcohol	Final written warning	Dismissal		
		5.6	In possession of illegal drugs or contraband	Dismissal			
		5.7	Contravening traffic regulations	Serious written warning	Final written warning	Dismissal	
		5.8	Exceeding legal speed limits (minor offences)	Serious written warning	Final written warning	Dismissal	
		5.9	Reckless or careless driving (gross offences)	Dismissal			

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6	**DISHONESTY**	6.1	Neglect to reveal record of criminal offences, misconduct or chronic illnesses prior to engagement	Dismissal			
		6.2	Theft, attempted theft or fraud	Dismissal			
		6.3	Bribery including attempts to bribe and acceptance of bribes	Dismissal			
		6.4	Fraud or falsification of any information	Dismissal			
		6.5	Unauthorised possession of company property and/or person's property	Dismissal			
		6.6	Divulging of confidential information of the employer any other person	Dismissal			
		6.7	Any act in competition with the company	Dismissal			
		6.8	Dishonest activities relating to the use of attendance registers or clock cards	Dismissal			
		6.9	Conducting of private work or unauthorised work without the express permission of the employer	Final written warning	Dismissal		