

COURSE OF ACTION GUIDELINE CHART

The chart does not cover all possible misconduct but does try to give guidelines to the type of misconduct and possible course of action to be taken. The list of recommended sanctions is intended to serve as guidelines in the interest of consistency and fairness. Deviation from the norms established by the guidelines may be justified in proper circumstances. Special circumstances surrounding any particularly case may therefore justify the imposition of a lesser or more serious sanction.

FWW	-	First Written Warning	D	-	Dismissal
SWW	-	Second Written Warning	I/D	-	Instant Dismissal
FINAL	-	Final Written Warning	F/S	-	Final with Suspension

OFFENCE	1st offence	2nd offence	3rd offence	4th offence
1. Poor timekeeping: Extended breaks, late arrival, and early departure.	FWW	SWW	FINAL	D
2. Creating or contributing to poor house-keeping conditions e.g. disregard for general cleanliness of your working area, the tearoom, kitchen and toilets.	FWW	SWW	FINAL	D
3. Leaving the workplace without authorisation.	FWW	SWW	F/S	D
4. Sleeping on duty.	FWW	SWW	FINAL	D
5. Disregard of departmental rules e.g. not taking the right steps in reporting a grievance.	FWW	SWW	FINAL	D
6. Interference with or being disruptive of other employees work.	FWW	SWW	F/S	D
7. Abusive rude behaviour towards other staff and management.	FWW	SWW	F/S	D
8. Dereliction of duty – disregard of specifications, negligence *Severe incidences with adverse effects for the organization	FWW *FINAL	SWW *D	FINAL	D
9. Insubordination.	F/S	D		
10. Failure to obey health and safety rules.	FINAL	D		
11. Non-observance of non-smoking areas	FINAL	D		
12. Under the influence of alcohol/drugs (Should this involve somebody driving a company vehicle, or someone involved in any other life threatening activity, this offence can lead to instant dismissal).	FINAL	D		
13. Bringing the Company into disrepute e.g. the treatment of clients and Referral Doctors.	FINAL	D		

OFFENCE	1st offence	2nd offence	3rd offence	4th offence
14. Unauthorised use or misuse of the Company's property, vehicle, e.t.c	FINAL	D		
15. Unauthorised possession of Company or private property	FINAL	D		
16. Indecent public behaviour whilst in uniform of the Company, or whilst driving a Company vehicle.	FINAL	D		
17. Absence without permission, proceeding on leave without Leave Advice or extending leave	FINAL	D		
18. Aiding & Abetting – Concealing incidences of gross misconduct of by others	I/D			
19. Alcohol/drugs – use of/or possession of / being under the influence of alcohol/drugs during on Company premises/ Company vehicles	I/D			
21. Falsification of documents, e.g. sick certificates, school certificates, pre-employment information, e.t.c.	I/D			
22. Divulging of confidential information e.g. giving out results without the necessary authority.	I/D			
23. Sabotage / deliberate abuse of Company property.	I/D			
24. Assault – threatened, attempted or actual.	I/D			
25. Refusal to work / Illegal strike.	I/D			
26. Incitement/intimidation – political or otherwise.	I/D			
27. Absence without permission for 5 consecutive working days.	I/D			