Settlers Park is committed to ensuring the privacy of its residents/members, with specific reference to their information. Settlers Park is also obligated in terms of the Protection of Private Information Act (POPI) to ensure privacy is maintained.

**1.1 PURPOSE**

The purpose of this document is aimed at correcting unsatisfactory behaviour by an individual, or a group of employees. Correction and education are the primary aims.

**1.2 STATEMENT**

Settlers Park Retirement Village expects employees to use good judgement in performance of their duties and to maintain a satisfactory employee / employer relationship. Settlers Park Retirement Village expects its employees to do their best work in their positions, with integrity and a commitment to excellent service to the community within Settlers Park Retirement Village.

**1.3 OBJECTIVES**

The main objective of this policy is to serve as a guideline to the employees with reference to what will be deemed as irregular conduct. It spells out how Settlers Park Retirement Village will deal with any occurrences of misconduct and give guidelines as to the disciplinary measures which may be imposed. Settlers Park Retirement Village may in its discretion impose a lighter disciplinary measure than given in this guideline at any time, provided that such a decision is reasonable and consistent with the treatment of other employees under similar circumstances.

**1.4 SCOPE**

The Misconduct and Disciplinary Policy applies to:

1.4.1 All permanent vacant positions within Settlers Park Retirement Village

1.4.2 Full-time and part-time employees (half day and two third day employees) who are regarded as permanent employees

1.4.3 Temporary employees who have a applied for permanent vacancies within Settlers Park Retirement Village

1.4.4 All Volunteer positions within Settlers Park Retirement Village

**1.5** The Department Heads within the specific business units are responsible for the implementation of the Misconduct and Disciplinary Policy and Procedure as well as ongoing advisory support to supervisors/team leaders/shift leaders.

It is the line managers responsibility to ensure compliance with the   
Misconduct and Disciplinary Policy and Procedure

**1.6 RELATED POLICIES AND DOCUMENTS**

1.6.1 The Basic Conditions Of employment Act 75 of 1997

1.6.2 The Labour Relations Act 66 of 1995

1.6.3 Individual Employment Contracts