



**Afrika Tikkun Services**  
Developing Young People  
from Cradle to Career

# **DISCIPLINARY CODE**

## AFRIKA TIKKUN SERVICES DISCIPLINARY CODE

July 2020

The Disciplinary actions detailed here are intended to serve as guidelines to management. Other relevant factors to be taken into account in determining the appropriate disciplinary action will include length of service, previous offences, period since last offence, status and any relevant mitigating circumstances.

This code shall in no way limit the right of management to take appropriate disciplinary action in respect of offences not specifically mentioned.

<b><u>CODES:</u></b>	VW	=	Verbal Warning	<b><u>VALID</u></b> 3 months
	WW	=	Written Warning	6 months
	FWW	=	Final Written Warning	12 months

### DISCIPLINARY ACTION

<u>CATEGORY</u>	<u>NATURE OF OFFENCE</u>	<u>1<sup>ST</sup> OFFENCE</u>	<u>2<sup>ND</sup> OFFENCE</u>	<u>3<sup>RD</sup> OFFENCE</u>	<u>4<sup>TH</sup> OFFENCE</u>
<b><u>A</u></b>					
TIMEKEEPING OFFENCES	1. Late for work or leaving work early without permission	WW	FWW	Hearing	
	2. Unwarranted absence from place of work	VW	WW	FWW	Hearing
	3. Unauthorised absence from work	FWW	Hearing		
	4. Fraudulent timekeeping, eg. Clocking in other employees' clock cards, allowing another to clock in one's clock card or making unauthorised alterations to clock cards	Hearing			
	5. Poor time keeping	WW	FWW	Hearing	
<b><u>B</u></b>					
WORK OUTPUT OFFENCES	1. Sleeping on duty	WW	FWW	Hearing	
	2. Refusal to work	Hearing			
	3. Refusal to obey reasonable Instructions related to work	FWW	Hearing		
	4. Poor work performance	VW	WW	FWW	Hearing
<b><u>C</u></b>					
QUALITY OF WORK OFFENCES	1. Poor maintenance of vehicle, machine or work place for which employee is responsible	VW	WW	FWW	Hearing
	2. Wastage of material	VW	WW	FWW	Hearing
	3. Poor quality of work and/or not working to standards	VW	WW	FWW	Hearing
	4. Negligent damage to equipment or materials	WW	FWW	Hearing	
		Hearing			

5. Wilful damage to equipment or materials				
6. Negligence	VW	WW	FWW	Hearing
7. Improper use of Company property and equipment	VW	WW	FWW	Hearing

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**D**  
SOCIAL  
OFFENCES

1. Under the influence of alcohol or intoxicating drugs at work	Hearing			
2. Unauthorised consumption or possession of alcohol and/or the administration of drugs for non-medicinal purposes on Company premises or sites	Hearing			
3. Smoking in areas where "No Smoking" signs are exhibited	WW	FWW	Hearing	
4. Being in possession of a firearm or dangerous weapon on the premises without authority granted by management	FWW	Hearing		
5. Carelessness and failure to observe safety regulations and hygiene	WW	FWW	Hearing	
6. Failure to wear protective clothing or equipment where required	VW	WW	FWW	Hearing
7. Assault / fighting	Hearing			
8. Intimidation or incitement to violence	Hearing			

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**E**  
ATTITUDINAL  
OFFENCES

1. Breach of employees' duty of good faith	Hearing			
2. Failure to carry out a reasonable and lawful instruction or inciting other to do same	FWW	Hearing		
3. Failure to observe security regulations	FWW	Hearing		
4. Use of language, make suggestions or offer advice which is inappropriate, offensive or abusive	FWW	Hearing		
5. Discriminatory remarks (including but not limited to racist, sexist or misogynistic, xenophobic, ableist, homophobic remarks)	Dismissal			
5. Gross insubordination, serious disrespect or insolence	Hearing			
6. Gross Negligence	Hearing			
7. Gross Incompetence	Hearing			

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**E**

VEHICLE  
OFFENCES

1. Driving Company's vehicle whilst under the influence of alcohol or drugs	Hearing			
2. Unauthorised use of motor vehicle	FWW	Hearing		
3. Unauthorised passengers	FWW	Hearing		
4. Contravention of regulations relating to the road traffic ordinance	VW	WW	FWW	Hearing
5. Wilful disregard of rules relating to use of motor vehicles	FWW	Hearing		
6. Tampering with any time or distance recording apparatus	Hearing			

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OTHER OFFENCES

1. Wilful damage to material, equipment, possessions or property	Hearing			
2. Theft, fraud or being an accessory thereto or making an attempt thereat	Hearing			
3. Unauthorised possession of Company property	Hearing			
4. Operating machinery or using tools without authority	FWW	Hearing		
5. Divulgence of confidential information	Hearing			
6. Deliberately supplying incorrect or falsified information	Hearing			
7. Failing to comply with procedures as contained in policies, letter of appointment and agreements	FWW	Hearing		
8. Arranging unauthorised meetings	FWW	Hearing		
9. Using confidential information for own purposes	Hearing			
10. Unauthorised performance of any private work which is in direct competition	Hearing			
12. Arranging unauthorised meetings	FWW	Dismissal		
13. Using confidential information for own purposes	Dismissal			
14. Unauthorised performance of any private work which is in direct competition	Dismissal			
15. Failure to disclose previous or new conviction of a criminal offence (pending or confirmed), or insolvency, including convictions considered 'spent'	Dismissal			
16. Any other reason recognised in law as being sufficient grounds for dismissal	Dismissal			
17. Using Afrika Tikkun's computers or other equipment to view, download, create or distribute inappropriate material, including pornography	Dismissal			

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**H**  
CHILD  
PROTECTION  
OFFENSES

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|--|-----------|-----------|---------|
| 1. Engaging in sexual relations with a child (anyone under the age of 18), or abuse or exploitation of a child or Afrika Tikkun participant in any way | Dismissal |           |         |
| 2. Physically assaulting or abusing children or adults. This includes "smacking/spanking" and other kinds of physical/corporal punishment              | Dismissal |           |         |
| 3. Behaving physically in a manner which is inappropriate or sexually provocative towards Afrika Tikkun participants                                   | FWW       | Dismissal |         |
| 4. Condoning, or participating in behaviour of children which is illegal, unsafe or abusive  | Dismissal |           |         |
| 5. Failing to report any child protection concern or matter to Afrika Tikkun   | WW        | FWW       | Hearing |
| 6. Failing to respect the confidential nature of any child protection concern or report  | WW        | FWW       | Hearing |
| 7. Exchanging money, employment, goods or services for sexual favours  | Dismissal |           |         |
| 8. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse                      | FWW       | Hearing   |         |
| 9. Discriminating against, showing differential treatment, or favouring particular children to the exclusion of others                                 | FWW       | Hearing   |         |

I have read and understood the Afrika Tikkun Disciplinary Code and acknowledge that any transgression on my part will subject me to the organisation's disciplinary procedures.

SIGNATURE:

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DATE: \_\_\_\_\_

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