

DISCIPLINARY CODE & PROCEDURE

PURPOSE: The purpose of the Disciplinary Procedure is to provide a disciplinary code of practice for the Company to ensure that all employees are treated in a fair and consistent manner in circumstances where disciplinary action is required.

Management are responsible for maintaining discipline in the Company and the Disciplinary Code recognizes the right of management to initiate disciplinary action against any employee who contravenes the Disciplinary Code, or who acts against the interests of the Company or who commits any social, criminal or other offenses.

WHAT THE DISCIPLINARY CODE & PROCEDURE INCLUDES:

- A comprehensive procedure on the steps involved in the processes (covering drafting of charges, issuing of warnings, handling disciplinary hearings, etc.)
- A Disciplinary Code with different categories of offences
- Warning forms, Disciplinary Enquiry documentation & any other relevant documentation

PLEASE NOTE:

When a procedure is about to be introduced to employees, they will need to be **TRAINED** on the relevant procedure and then it can be implemented.

An electronic **TRAINING REGISTER** will be provided and employees can either do self-training or receive training in a group, but all must sign the training register.