

LABOUR RELATIONS POLICY

DISCIPLINARY CODES

CATEGORY: TIMEKEEPING OFFENCES

NATURE OF OFFENCE	FIRST	SECOND	THIRD	FOURTH
Late for work or leaving without permission	Verbal	Written	Final	Dismissal
Absence from place of work without permission	Verbal	Written	Final	Dismissal
Absent from work for three consecutive days without permission.	Dismissal			
Fraudulent timekeeping	Dismissal			
Failure to clock in or out	Final	Dismissal		
Unauthorised absence from work for more than 1 day without contacting the office	Final	Dismissal		

CATEGORY: WORK OUTPUT OFFENCES

Sleeping on duty	Final	Dismissal		
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Refusal to obey a lawful & reasonable work instruction	Final	Dismissal	
Poor quality of work	Final	Dismissal	
Failing to work according to standard	Dismissal		
Attending to private work during company time	Written	Final	Dismissal
Using company property for a purpose other than intended	Dismissal		

CATEGORY: SOCIAL OFFENCES DURING WORKING HOURS

Under the influence of alcohol or drugs	Dismissal		
Unauthorised consumption of alcohol during working hours	Dismissal		
Threat of assault, assault, fighting	Dismissal		
Unauthorised possession of weapons	Dismissal		

Intimidation or incitement to violence	Dismissal			
Committing unsanitary acts	Final	Dismissal		
Smoking in prohibited areas using insulting or abusive language	Final	Dismissal		
Sexual harassment	Counselling	Written	Final	Dismissal

CATEGORY: ATTITUDINAL OFFENCES

Insubordination; disrespect	Dismissal			
Failure to observe security and safety regulation	Dismissal			
Gross negligence	Dismissal			

Gross incompetence	Dismissal
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CATEGORY: OTHER OFFENCES

Theft	Dismissal
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Unauthorised possession of company, client or employee property	Dismissal
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Divulgence of confidential information	Dismissal
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Fraud	Dismissal
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Supplying incorrect or falsified information	Dismissal
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Attempting or causing to bring the company into disrepute	Dismissal
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Failure to follow company policies, procedures and rules	Final	Dismissal
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Failing to act in the best interests of the company	Dismissal	
Any act which interferes with the normal operations of the company	Dismissal	
Victimisation	Dismissal	
Giving of a false identity	Dismissal	
Unprotected industrial action	Dismissal	
Failure to treat others and or their property with respect	Dismissal	
Threatening violence	Dismissal	
Sexual harassment	Final	Dismissal
Competing with the employer	Dismissal	

NOTE: Nothing in this disciplinary code shall affect the employer's right to summarily terminate an employee's contract of employment on grounds recognised by law as sufficient after holding a disciplinary enquiry.

POLICY FOR INDIVIDUAL/GROUP PROBLEM SOLVING / GRIEVANCE

OBJECTIVE

The objective of this policy is give guidance for the handling of employees' grievances. These guidelines apply to all members of the employees of the Municipality excluding the Municipal Manager.

MEANING OF GRIEVANCE

A grievance, for the purposes of this policy, means any individual or group work related grievance concerning the conduct of a person in authority, a fellow employee or the implementation of a policy of the Municipality. It does not include grievances in respect of which the Municipality has already published policy guidelines. For example grievances in respect of disciplinary action must be dealt with in terms of that policy.

PRINCIPLES

The employee must be granted the opportunity to use the following procedures:

- a) The aggrieved employee shall verbally inform their immediate supervisor about the complaint, if the complaint involves or relates to the immediate supervisor the employee shall refer the issue to the next higher level of management. If the grievance is resolved it shall be recorded.
- b) If the grievance involves a third party the grievance shall be put down in writing and (union representation shop steward may be utilised) and shall be forwarded to higher level management. Three copies are made one is kept by the employee, one is sent to the HR Officer responsible for handling such cases and the third copy is given to management. If the grievance is still not resolved step three will follow

- c) A grievance investigation shall be conducted by an impartial grievance committee. This Committee will normally consist of a labour relations expert, employee representatives, management and any other expert who may be of particular value.

Management at the various levels must give careful consideration to every grievance lodged and make genuine attempts to resolve it.

Grievances must, whenever possible, be handled by line management at the lowest possible level. Other employees, in an advisory capacity, may help in facilitating a resolution to the problem.

No employee may be victimised for lodging or pursuing a grievance in terms of this policy.

