**RECOMMENDED DISCIPLINARY SANCTIONS**

**Recommended Disciplinary Sanctions for Transgressions needing Disciplinary Action:**

*(Please note that this list contains only a few of the common examples and would need to be altered to suit your company’s policies and procedures as well as your particular industry)*

**Serious and/or Dismissible**

*A formal disciplinary hearing is required in each of these instances before the appropriate sanction is decided on.*

* Bribery, blackmail, corruption, fraud, dishonesty, theft or removal of property from Company premises, or from employees on Company premises where employed, or from customer's premises, or from Company vehicles.
* Unauthorised possession or misappropriation of Company, fellow employee’s or customer's property.
* Willful damage to, interference with or wasting of Company, employee or customer property.
* Gross insubordination or failing to carry out reasonable instructions or neglect or improper performance of duties or willful non-compliance with Company procedures and standing instructions.
* Assault or any attempt to assault any person.
* Being under the influence, or in possession of intoxicating liquor or drugs whilst at work, or taking of liquor or drugs whilst on the Company's premises.
* Clocking in or out falsely or clocking another employee's clock card.
* Failing to carry out safety precautions, dangerous horseplay and unauthorised removal of safety appliances.
* Failing to report a work accident or damage to Company property.
* Sexual harassment.
* Unauthorised or negligent operation of machinery or equipment, willful damage to or interference with or wasting of Company property, tools, machines, etc.
* Unauthorised use of Company vehicles, or driving any vehicle negligently.
* Unauthorised absence from workplace for 3 days or more without notifying the Company.
* Changing a medical certificate or using a false name; falsifying any document pertaining to the Company.
* Gross insolence, insolence or defiance of authority.
* Smoking, lighting of fires or burning of anything in high hazard areas, where signs indicating "no smoking" are clearly displayed.
* Being in possession of a firearm or dangerous weapon without the written permission from the Managing Director.
* Unprotected industrial action, or inciting other employees to participate in industrial action, including, but not limited to strikes & work stoppages.
* Disclosure or misuse of Company information unless reasonably required in terms of labour legislation.
* Unauthorised use of Company property for private or other purposes.
* Victimisation, racism or discrimination.
* Intimidating or inciting employees to violence of any form.
* Failing to observe safety rules or to wear protective clothing or equipment.
* Making false statements when applying for employment.

**Serious**

*A formal enquiry is recommended before deciding on the appropriate sanction. Possible sanctions could be from a first written warning to final written warning depending on the circumstances surrounding the incident. A disciplinary hearing is required in instances of a final written warning.*

* Misuse of the company’s email, internet or telephone services and any other company business tools.
* Refusing to perform any lawfully assigned regular work, or to obey management instructions without just or reasonable cause.
* Loitering in canteen or other departments or on Company premises after having clocked out or on completion of work or being absent from workstation or office without permission.

**Serious and/or Less Serious**

*A verbal discussion which could result in a verbal or written warning.*

* Sub-standard workmanship or willfully failing to maintain output or work levels.
* Using abusive or insulting language or signs.
* Sleeping on duty.
* Bad timekeeping, late for work or unauthorised absence from workplace. Failing to report for overtime work when agreed to do so.
* Carelessness and non-compliance with Company rules, regulations and procedures.
* Unauthorised absence from work of up to 3 days without notifying the Company.
* Posting or distributing notices, posters, etc. without the Company's permission, or soliciting of any kind.