

	Current Revision: <i>ver 1.0</i> Policy Number: _____	
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EMPLOYEE CODE OF CONDUCT (RULES & REGULATIONS)

DOCUMENT APPROVAL

	Name	Signature	Date
Responsible Person:			

Key words:

Reference documents:

Applicability: *This policy is applicable to all employees.*

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1. SCOPE OF POLICY

The terms of this Policy shall be observed in the Local Government Undertaking and in specific the Elias Motsoaledi Local Municipality of Groblersdal in the Republic of South Africa and by all employees who falls within the registered scope of the applicable Council.

2. OBJECTIVES

To establish a standard set of rules and regulations for the entire Municipality whereby all employees will adhere to and to adopt such rules and regulations as a standard code of conduct for all employees.

3. PERIOD OF OPERATION

This policy in respect of employee's conduct, rules and regulations will remain in force until amended and approved by Council. Schedule 2 of the Systems Act remains applicable

4. DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 and as amended, shall bear the same meaning as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.

5. INTENT OF POLICY

The purpose of this policy is to establish a common and uniform procedure for the management of employee code of conduct (rules & regulations) and to replace all existing procedures and regulations in this regard.

The code is an extract from the disciplinary procedure and is a product of collective bargaining and the application thereof is peremptory and is deemed to be a condition of service.

The policy is taken from the guidelines set in the Collective Agreement on Disciplinary measures.

6. CODE OF CONDUCT (RULES & REGULATIONS)

6.1 MINOR FORMS OF MISCONDUCT

An employee, who is guilty of one of the following, or similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. The issuing of a severe or written warning may be alternative forms of disciplinary action for misconducts depending on the evidence, circumstances and seriousness of each situation. An employee may even be dismissed for repeated minor forms of misconduct. Each transgression will be dealt with on own merit in all instances.

The following are examples of such misconduct: -

- Absence from the workstation without permission
- Lending money to fellow employees for gain during working hours
- Minor violations relating to the driving and/or cleaning and/or use of the Employer's vehicles
- Photocopying documents without permission
- Late coming or overstaying in restrooms at tea or lunch breaks
- Use of telephones without permission
- Throwing refuse and/or any other objects on the floor or out of the windows
- Eating in prohibited areas
- Not wearing prescribed clothing/ uniform
- Smoking in prohibited areas and/or at prohibited times

- Failing or neglecting to advise your employer of your absence
- Leaving the department or plant during working hours without permission and/or without an authorised exit permit
- Stopping work or making preparations to leave work (e.g. such as washing up or changing clothes) before the specified quitting time. (Note: time lost will be unpaid in addition to any disciplinary action which may be taken)
- Wasting time or loitering in toilets or on company premises during working hours
- Failure by drivers to adhere to delivery time sheets without reasonable explanation
- Unauthorised meetings
- Placing of notices on notice boards without permission from Management
- Removing notices, signs or writing in any form from bulletin boards or any other surface on company property at any time without specified authorisation from Management
- Creating or contributing to unsanitary conditions on your employer's premises
- Unauthorised soliciting or collecting contributions for any purpose whatsoever on company premises
- Disruptive behaviour
- Horseplay, scuffling, running or throwing objects at any time on company premises

- Causing unnecessary distractions to fellow employees or causing unnecessary confusion in the work place by, inter alia, unnecessary shouting, catcalls or demonstrations of any nature
- Making of unnecessary scrap
- Gambling, conducting a lottery or any other game of chance on company premises or whilst on duty at any time
- Unauthorised operation or interference with company machines, tools or equipment at any time
- Climbing over company fences at any time
- Failure to produce identity card whilst on company premises or whilst driving or being conveyed in or on a company motor vehicle

6.2 MISCONDUCT OF A MORE SERIOUS NATURE

At the occurrence of any of the following forms of misconduct, or others of a similar nature, an employee may receive a warning (written or severe), or face dismissal or summary dismissal at the option of Management, depending on the evidence, circumstances and seriousness of each situation.

- Addressing abusive and/or obscene language at a fellow employee or Management representative, or a client, or in a client's presence
- Sleeping on the job
- Negligence or gross negligence in the performance of your duties or functions
- Failure to report an accident or damage to machinery, vehicles or other property belonging to the Employer

- Possession of intoxicating liquor and/ or habit forming drugs on the Employer's premises
- Intimidation
- Fraud
- Using another person's identity card or permitting another person to use your identity card to enter company premises
- Failure to report your own communicable disease to the Company doctor or your immediate superior
- Bribery
- Dishonesty
- Unauthorised removal of Company and/ or fellow employee's property
- Theft of company property and/or a fellow employee's property
- Unauthorised possession of company property and/or a fellow employee's property
- Misappropriation of company property and/or a fellow employee's property
- Falsification of the Employer's records
- Assault
- Threatening behaviour
- Wilful damage to property in the Employer's charge

- Gross insubordination or blatant disrespect to management or clients
- Possession of a firearm or dangerous weapon on the Employer's premises
- Negligent or reckless driving of vehicles in the Employer's charge
- Driving of any motor vehicle at an unsafe speed on company or client's premises
- Traffic violations by drivers
- Driving, alighting upon or tampering with a company motor vehicle without proper authorisation
- Intentional interfering with or obstructing other employees in the performance of their duties
- Unauthorised interference or tampering with or damaging safety equipment
- Refusal or failure to obey a lawful instruction
- Disregarding or breaching the employer's safety rules and regulations or standard/common safety practices
- Failure to report an injury on duty
- Consumption of liquor or alcoholic beverage or habit forming drugs on company premises at any time and/or whilst on duty
- Reporting for duty under the influence of alcohol or habit forming drugs and/or suffering from alcoholic hangover
- Absence from work without permission or without reasonable cause

- Any conduct prejudicing the integrity of the product and manufacturing rules and regulations
- Fighting
- Desertion
- Loss or destruction of the Employer's property through malice, carelessness or negligence
- Any action or omission, which may lead to stock not being accepted by the customer through the employee's carelessness or negligence
- Disposing of or concealing defective work or workmanship, either directly or indirectly, and/or any other deception in regard to defective work or workmanship
- Clocking irregularities, which shall include, inter alia, failure to clock own card, unauthorised altering of figures recorded on clock card or time card, clocking another employee's clock card and destruction or loss of clock card or time card
- Any other misconduct constituting breach of contract under the common law or any other legal provisions
- Refusing to submit to a search of person, clothing, locker or vehicle when required or requested to do so by one of the Company authorised officials, including the personnel of any security company contracted to the Company

- The making or publishing of false, vicious or malicious statements concerning any employee, the Company or its products
- Misuse or removal from the Company premises without proper authorisation, of employee lists, blue prints, company records or the conveying of any confidential company information to third parties, which shall include information in respect of wages and other substantive conditions of employment
- Deliberately making false reports or making false entries on any official company documents or records, e.g. log sheets
- Immoral conduct or indecency on company premises and/or whilst on duty and/or whilst representing the Company
- Making false statements when applying for employment with the Company and/or when undergoing a medical examination
- Conduct detrimental to the image, performance or profitability of the Employer
- Divulging information, without proper authorisation, concerning the Company's business
- Direct or indirect discrimination on grounds including, but not limited to, race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth
- Harassment or victimisation based on grounds included, but not limited to, race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, birth.

- Conviction on any criminal offence and/or sentence to a prison term for a conviction and/or sentence related to a rule or standard regulating conduct in, or of relevance to, the workplace
- Misappropriation of Company property
- Misrepresentation.
- Unauthorised use of another employee's password of any nature whatsoever
- Unauthorised use and/or negligence in the use of and/or use for purposes not related to the business or job function and/or abuse of Internet, e- mail and computer hardware and software facilities.