

## ANNEXURE A: GUIDELINES ON DISCIPLINARY SANCTIONS.

Please note that the following code only serves as a GUIDELINE and can be altered from time to time as needed by the Company.

### **KEY:**

TERM	MEANING
PC	Performance counselling
VW	Verbal Warning
WW	Written Warning
FWW	Final Written Warning
DISM	Dismissal (if found guilty)
Sales Force Personnel	Consultants, Managers and Distributors that form part of the Bottle Buhle Brands Sales Force (inclusive of their immediate family).

OFFENCES RELATING TO POOR TIMEKEEPING / ABSENTEEISM / ABSCONDING / DESERTING THE WORKPLACE.				
OFFENCE	FIRST	SECOND	THIRD	FOURTH
Late arrival for duty or early departure duty without authorisation.	VW	WW	FWW	DISM
Extended or unauthorised breaks during work hours.	WW	FWW	DISM	
Failure to clock/sign in or out when commencing or concluding duties.	WW	FWW	DISM	
Failure to keep time and time sheets updated where and if required as part of the employee's position.	WW	FWW	DISM	
Absent without permission for less than three (3) days.  <i>Unpaid leave will also be taken for the unauthorised absenteeism.</i>	WW	FWW	DISM	

**OFFENCES RELATING TO POOR TIMEKEEPING / ABSENTEEISM / ABSCONDING / DESERTING THE  
WORKPLACE.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Failure to inform Company of absenteeism before start of shift.	WW	FWW	DISM	
Absent without permission for three (3) or more days.	FWW	DISM		
Misuse/abuse of sick leave.	FWW	DISM		
Falling asleep on duty without causing damage to property or endangering lives of others.	FWW	DISM		
Absence / desertion / absconding from the workplace for a period of five (5) shifts/days or longer.	DISM			
Refusal to work.	DISM			
Falling asleep on duty which results in damage or possible damage to property and/or endangering lives of others.	DISM			
Fraudulent time keeping.	DISM			

**OFFENCES RELATING TO NEGLIGENT LOSS, DAMAGE TO OR MISUSE OF COMPANY  
PROPERTY/TOOLS/EQUIPMENT/PRODUCTS.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Wilful or negligent loss of or damage to Company property.	FWW	DISM		
Misuse or unauthorised use of Company property (including tools, equipment, internet, or email).	FWW	DISM		
Use of company resources, time and property for personal use and gain (without permission).	FWW	DISM		
Serious damage to Company property.	DISM			

\*Inclusive of recouping damages/losses in terms of Section 34 of the Basic Conditions of Employment Act.

**OFFENCES RELATING TO MALICIOUS / NEGLIGENCE / CARELESSNESS IN THE PERFORMANCE OF TASKS/DUTIES.**

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Incorrectly or slovenly dressed.	VW	WW	FWW	DISM
Poor quality of work or unsatisfactory work performance that is not related to a lack of training/skill.	WW	FWW	DISM	
Performing a task or duty without exercising due care and attention resulting in sub-standard performance outputs / products / services.	WW	FWW	DISM	
Carelessness in performing a task in that the task must be repeated.	WW	FWW	DISM	
Passing time idly or failing to complete tasks within required time frames / delivery time / date as set without a reasonable explanation / cause.	WW	FWW	DISM	
Spending unjustifiable amounts of time on personal devices during work hours and/or without permission from Line Manager.	WW	FWW	DISM	
Purposefully or negligently disobeying or neglecting safety rules (or service regulations) and/or failing to report a safety risk.  <i>Should this offence put the health and/or safety of others at risk, the offence is considered as extremely serious, and therefore the first offence warrants <u>dismissal</u>.</i>	FWW	DISM		
Negligent driving resulting in fines issued by the traffic department for speeding and/or other violations.	FWW*	DISM*		
Reckless or careless driving or ignoring of traffic rules.	FWW	DISM		
Gross dereliction of duties or negligence of duty.	DISM			
Gross negligence.	DISM			

\*Inclusive of recouping costs of fines in terms of Section 34 of the Basic Conditions of Employment Act.

## OFFENCES RELATING TO INSUBORDINATION.

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Failure to comply with a reasonable instruction and/or implemented procedures and policies.	WW	FWW	DISM	
Gross insubordination / refusal to obey a reasonable instruction and/or implemented procedures or policies.  <i>Should this offence be conducted in front of fellow employees, clients, visitors, Sales Force personnel or suppliers, the offence is considered as extremely serious and therefore the first offence warrants <u>dismissal</u>.</i>	FWW	DISM		
Gross insolence / disrespect.  <i>Should this offence be conducted in front of fellow employees, clients, visitors, Sales Force personnel or suppliers, the offence is considered as extremely serious and therefore the first offence warrants <u>dismissal</u>.</i>	FWW	DISM		
Failure to comply with laid down policies and procedures.	WW	FWW	DISM	

## OFFENCES RELATING TO DISORDERLY BEHAVIOUR.

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Practical jokes/horseplay.  <i>Should this offence be conducted in the vicinity of vehicles, machinery and/or dangerous objects/situations, the offence is considered as extremely serious and therefore the first offence warrants <u>dismissal</u>.</i>	WW	FWW	DISM	
Using abusive language/swearing in the workplace.  <i>Should this offence be conducted in the presence of external parties (including our Sales Force Personnel) and/or be aimed at race, religion or colour of any party, or</i>	WW	FWW	DISM	

OFFENCES RELATING TO DISORDERLY BEHAVIOUR.				
OFFENCE	FIRST	SECOND	THIRD	FOURTH
<i>gender, the offence is considered as extremely serious and therefore the first offence warrants at least a FWW.</i>				
Passing inappropriate remarks, including rudeness, insolence, impoliteness, the use of foul language, making disparaging remarks and/or making improper or indecent gestures towards fellow employees, Sales Force Personnel and any other internal or external party.	FWW	DISM		
The disturbance of relationships within the workplace / causing distrust / actions jeopardizing harmonious relationships with internal and external parties (including Sales Force personnel).	FWW	DISM		
Threatening another person (internal or external parties) with violence.	FWW	DISM		
Gambling during work hours.	FWW	DISM		
Abuse, derogatory or insulting language.	FWW	DISM		
Intimidation and/or incitement of fellow employees, clients, suppliers, Sales Force personnel and/or any visitor to the Company.	FWW	DISM		
Fighting (of any kind) in the workplace.  <i>Should this offence be conducted in the presence of external parties (including Sales Force personnel), the offence is considered as extremely serious and therefore the first offence warrants dismissal.</i>	FWW	DISM		
Unauthorised possession of weapons (traditional or self-made) in the workplace.	FWW	DISM		
Assault or attempted assault of another person(s).	DISM			

**OFFENCES RELATING TO DISORDERLY BEHAVIOUR.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Cause of injury to an employee or another person through wilful action, neglect, or intent.	DISM			
Sabotage.	DISM			
Violent behaviour.	DISM			
Any acts of discrimination including but not limited to race, gender, religion, and sexual orientation.	DISM			
Any form of harassment or victimisation, including but not limited to racial or sexual harassment.	DISM			
Borrowing of money from fellow employees, Sales Force personnel and/or suppliers.	DISM			
Lending money to fellow employees, Sales Force personnel and/or suppliers.	DISM			
Incurring unnecessary/unauthorised expenditure	DISM			
Bringing the company's name into disrepute / actions jeopardising contractual arrangements with internal and external parties.	DISM			

**OFFENCES RELATING ANTI-SOCIAL ACTIVITIES, CONTRARY TO COMPANY POLICY AND/OR CRIMINAL OFFENCE.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Abuse of privilege or authority.	FWW	DISM		
Undertaking to do private work without permission from Management.	FWW	DISM		
Incitement to labour action without exhausting company procedures first.	DISM			

**OFFENCES RELATING ANTI-SOCIAL ACTIVITIES, CONTRARY TO COMPANY POLICY AND/OR CRIMINAL OFFENCE.**

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Influencing another employee(s) to break company rules.	DISM			
Interference with the work of another employee which could result in breach of the code of conduct.	DISM			
Non-disclosure of employee's actions in the knowledge that it is contrary to company rules.	DISM			

**OFFENCES RELATING TO ALCOHOL AND/OR DRUG/SUBSTANCE USAGE.**

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Failure to make use of designated smoking areas for smoking at work.	WW	FWW	DISM	
To be in the possession of alcohol and/or illegal substances whilst on duty.	FWW	DISM		
Selling, distributing and/or using drugs or liquor whilst on duty.	DISM			
Under the influence of alcohol and/or illegal substances (or misuse of prescription drugs) whilst on duty.	DISM			
Under the influence of alcohol and/or illegal substances (or misuse of prescription drugs) whilst in control / responsible for a dangerous object, tool, machinery OR whilst driving.	DISM			

<b>OFFENCES RELATING TO THEFT, FRAUD, DISHONESTY, BREACH OF CONFIDENTIALITY/TRUST.</b>				
<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Unlawful or unauthorised possession of Company property (material or immaterial including assets, equipment, documentation).	FWW	DISM		
Giving false information, making of false declarations, or lying.	FWW	DISM		
Accepting gifts or gratuities from external parties (including Sales Force personnel) without the expressed and written consent from the Company.	FWW	DISM		
Commits any act which infringes on copyright or any other form of immaterial property law and where such act may be detrimental to the Company.	FWW	DISM		
Bribery or corruption of fellow employees, suppliers, visitors, Sales Force personnel or any other external party.	DISM			
Theft of Company property (material or immaterial including assets, equipment, documentation).	DISM			
Fraud.	DISM			
Falsifying records/notes/targets and/or commission incentives (including submitting fraudulent sick notes).	DISM			
Breaching or destroying the relationship of trust between the Company and the Employee.	DISM			
Divulging confidential / sensitive information of the Company to any party (internal or external) who is not authorised to access such information.	DISM			
Misappropriation.	DISM			
Act which is a crime in terms of South African law.	DISM			



**OFFENCES RELATING TO COLLECTIVE STRIKE AND STAY-AWAY ACTION.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Strike action (unprotected strikes) inclusive of stay-a-ways, go-slows, sit-ins, and grasshopper strikes.	DISM			
Incitement to partake in an unprotected strike.	DISM			
Intimidation to strike.	DISM			
Stay away / protest action where the Employee did not inform the Company and/or obtain permission from the Company.	DISM			

**OFFENCES RELATING TO INCAPACITY.**

<b>OFFENCE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
Poor work performance.	PC	WW	FWW	DISM