

GUIDELINE ON DISCIPLINARY PROCEDURAL CODES – TABLE OF OFFENCES FOR THE HAIRDRESSING INDUSTRY

(Supplied by HCSBC seminationl - Hairdressing & Cosmetology Services Bargaining Council)

TYPE ON COMPANY LETTERHEAD

LEVEL A – VERY SERIOUS MISCONDUCT

Description of MISCONDUCT	1 ST OFFENCE ACTION	
	1 st and FINAL Action	SANCTION
LEVEL A – VERY Serious Misconduct	Formal Hearing	DISMISSAL
Assault or fighting	Formal Hearing	DISMISSAL
Bribery, theft, fraud, dishonesty, disclosure of confidential information	Formal Hearing	DISMISSAL
Carrying of passengers in Company vehicles without permission whilst on duty	Formal Hearing	DISMISSAL
Disobeying reasonable and lawful job instructions (serious)	Formal Hearing	DISMISSAL
Driving a Company vehicle without a Driver's Licence	Formal Hearing	DISMISSAL
Driving of company vehicle/s, or operating or using other machinery, whilst under the influence of alcohol or intoxicating drugs (serious)	Formal Hearing	DISMISSAL
Drunkenness (serious)	Formal Hearing	DISMISSAL
Failure to adhere to safety standards and procedures (serious)	Formal Hearing	DISMISSAL
Failure to follow standing orders or procedures (serious)	Formal Hearing	DISMISSAL
Gross negligence	Formal Hearing	DISMISSAL
In possession of, or the taking or selling of intoxicating substances or illegal drugs while on duty and/or on Company premises	Formal Hearing	DISMISSAL
Incorrect use of trip routes (deliberately)	Formal Hearing	DISMISSAL
Insubordination (serious)	Formal Hearing	DISMISSAL
Intimidation	Formal Hearing	DISMISSAL
Intoxicated/Drunkenness or under the influence of drugs during working hours	Formal Hearing	DISMISSAL
Malicious or intentional damage to Company property or equipment.	Formal Hearing	DISMISSAL
Negligent or dangerous driving of a Company vehicle	Formal Hearing	DISMISSAL
Sabotage of Company's premises, equipment or services in any form	Formal Hearing	DISMISSAL
Sexual harassment	Formal Hearing	DISMISSAL
Unfair discrimination against any person	Formal Hearing	DISMISSAL
Violence, whether threatened or actual (serious)	Formal Hearing	DISMISSAL
Committing a B or C Level Offence where the person already has a Written or Final Written Warning which is still valid in terms of procedure	Formal Hearing	DISMISSAL

LEVEL B – SERIOUS MISCONDUCT

Description of Misconduct	1 ST OFFENCE ACTION		2 ND OFFENCE ACTION	
	1 st Action	SANCTION	2 nd and FINAL Action	SANCTION
<u>LEVEL B – SERIOUS Misconduct</u>	<u>Formal Hearing</u>	<u>FINAL Written Warning</u>	<u>Formal Hearing</u>	<u>DISMISSAL</u>
Dereliction of duty	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Discourteous behaviour to customers or suppliers	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failing to operate equipment according to standard procedure/s	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failure to report immediately on unsafe area or unsafe structure	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failure to work overtime despite an undertaking that you will do so	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Insubordination – failure to follow a reasonable instruction	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Insulting behaviour, including swearing, ridiculing others unreasonably, or showing hatred or contempt of others	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Negligence, resulting in loss, damage or misuse of Company property	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Sleeping on the job (seriousness to be reviewed in relation to the job)	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Smoking in a non-designated and unsafe area	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Unacceptable behaviour which may bring the Company's name into disrepute	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL

LEVEL C – MISCONDUCT

Description Of Misconduct	1 ST OFFENCE ACTION		2 ND OFFENCE ACTION		3 RD OFFENCE ACTION		4 TH OFFENCE ACTION	
	1 st Action	Sanction	2 nd Action	Sanction	3 rd Action	Sanction	4 th AND FINAL Action	SANCTION
<u>LEVEL C – Misconduct</u>	<u>Counselling</u>	<u>Recorded Verbal Warning</u>	<u>Informal Hearing</u>	<u>Written Warning</u>	<u>Formal Hearing</u>	<u>FINAL Written Warning</u>	<u>Formal Hearing</u>	<u>DISMISSAL</u>
Absence from Company's place of work without permission	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Absence without leave	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Deliberate sub-standard performance of any form, including loafing, inefficiency, carelessness or negligence	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Disorderly conduct/horseplay which could prejudice maintenance of safety, security and general good order.	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Excessive use/abuse of sick leave	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failing to dress in accordance with the Company's recognized dress code	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failing to heed verbal instructions on minor work-related issues	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failing to heed verbal reprimands in respect of smoking in a non-designated smoking area	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failing to wear required protective clothing or Company uniform.	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	
Failure to adhere to safety standards and procedures (minor)	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failure to follow standing orders or procedures. (minor)	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Failure to produce a medical certificate after being absent for more than 2 working days or as instructed after counseling for sick leave absences.	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Leaving the place of work without the supervisor's permission	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL
Reporting late for duty and failing to improve the practice after verbal reprimands.	Counselling	Recorded Verbal Warning	Informal Hearing	Written Warning	Formal Hearing	Final Written Warning	Formal Hearing	DISMISSAL