

TYPE ON YOUR COMPANY LETTERHEAD/LOGO

ANNEXURE "A"
COMPANY POLICY

The objective of this document is to standardize the company and to create a Teamwork-orientated environment. The intention of the policy is that one and all understand how and what is expected of them and the company.

A. EMPLOYER AND EMPLOYEE AGREEMENT AND UNDERTAKING:

1. Promote and extend the interests of the company during the working Period.
2. Protect and further the interests of the company, by presenting a professional attitude at all times.
3. Personal appearance shall at all times be neat, tidy and professional.
If a uniform is required the employer is obliged to provide two uniforms. Should the salon owner insist on a particular colour scheme, the employees must follow.
4. Behavior, language and attitude is to be exemplary and professional at all times. Eating and drinking is not permitted in the salon and must be confined to the staff room. The use of cell phones is not permitted.
Emergency calls can be received through reception.
5. Perform and conduct professional relationships i.e. with clients of salon and colleagues, both in the company and the industry, in a dignified, respectable and fitting manner.
6. To undertake to perform duties and to train respective persons as deemed appropriate and applicable as by the company/management
7. Comply with all reasonable, fair and just instructions given by Management.
8. Not engage in any business related to the industry, other than the Company's business i.e. doing hair at home (Outwork – which is a dismissable offence).
9. Not engage in any activities that could detract one from the proper Conduct and performance, associated with the company.
10. An adequate work and disciplinary record is to be maintained. The employer undertakes to provide a suitable record method.
11. Record of poor work performance, enables the employer to request Attendance at a training/enrichment programmed, suitable to the Specific Area
12. Poor work performance, with suitable proof, can and will lead to Disciplinary procedures.

B. EMPLOYMENT CONDITIONS:

1. Leave that is due is to be applied for on the appropriate form.
2. To discuss, arrange and finalize appropriate leave period with the Company six (6) months prior to the date, or at the beginning of the Work year (as per the Main Collective Agreement).
3. Preferably to take leave as either the full leave due, or 2 weeks first. And then 1 week thereafter. (Statistics show that persons that do not take the required leave expose themselves to accidents, illness, discontentment and can lead to discord occurring in the salon.)
4. A day's leave will be granted in exceptional cases and based on merit of the employee's work record.
5. Attendance registers to be completed, with correct start and finish times, clearly stated, each day. This is the responsibility of the employee, for protection and proof in the case of a Safety, Health and Occupational Health Claim (ex Workmen's Compensation). The employer will check the registers at regular periods. Inconsistency will be addressed through the disciplinary code
6. Appropriate notification, as to shift periods that are undertaken, to be arranged and finalized at the beginning of each month, with the Shift co-coordinator/receptionist or manager/employer.

C. DISCIPLINARY MATTERS:

1. Unauthorized absenteeism can lead to dismissal and will result in Disciplinary procedures being initiated.
2. Staff and management to encourage initiative and motivation amongst themselves in an appropriate and fitting manner appropriate to the company.
3. Bag searches can and will be conducted on an irregular basis and without prior warning.
4. Disciplinary procedures can and will be initiated in a fair, concise and unbiased manner.
5. Appeals against disciplinary action is encouraged, provided that the Complainant has a fair and legitimate reason and case.
6. Staff must not leave the salon without the permission of management.

D. STAFF PERKS/INCENTIVES:

1. Immediate family's hair services are allowed at a deduction on the normal salon price.
2. Staff may have their hair done, with prior consent and within reason, at the company's expense.
3. Staff may obtain tools, equipment and hairstyling products on a Staff account. The company is entitled to deduct the full amount off the salary at the end of the respective month.
4. A staff member may be granted a day off on their birthday, with permission from management.
5. Staff are encouraged to attend a minimum of three (3) Educational/training presentations in a year. The company undertakes to subsidize the approved course by%.

N.B. - Please Note:

This is a DRAFT - if there are Clauses which are not applicable to your company and you adapt/add any other clause, please contact:

EOHCB (Tel: 760-3138/9) for verification that there are no contraventions to the Labour Relations Act 95 (LRA).