

Transformational Christian Development Agency in Africa, Equipped to Transform Vulnerable Community's Lives Wholistically.



**Restoring Hopes, Inspiring Actions, Transforming Lives !!!**

**CHRISTIAN ACTION FOR RELIEF AND DEVELOPMENT**

**CARD'S**

**Disciplinary Code of Offence**

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**DISCIPLINARY CODE OF OFFENCE**

CARD list of offences which may lead to penalties such as summary dismissal, dismissal with notice pay, suspension or a verbal, written or final written warning are stated below:

Classification on of offence	Offence	Action 1 <sup>st</sup> Offence	Action 2 <sup>nd</sup> Offence	Action 3 <sup>rd</sup> Offence	Action 4 <sup>th</sup> Offence
Offences relating to absenteeism and other time keeping obligations	Leaving CARD premises while on duty without authorisation.	Written Warning	Final Written Warning	Dismissal	
	Leaving place of duty while on duty without authorisation.	Written Warning	Final Written Warning	Dismissal	
	Unauthorised absence from work without a valid reason.	Written Warning	Final Written Warning	Dismissal	
	Loitering in the cloakrooms or on CARD premises while on duty.	Written Warning	Final Written Warning	Dismissal	
	Failing to report absence to CARD at the earliest possible opportunity.	Written Warning	Final Written Warning	Dismissal	
	Bad time keeping such as late coming or leaving work early.	Verbal warning and/or counselling	Written Warning	Final Written Warning	Dismissal
	Failing to produce a medical certificate when required to do so.	First Written Warning	Final Written Warning	Dismissal	

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	Failing to report for overtime work when agreed to do so without a valid reason.	Final Written Warning	Dismissal		
	Desertion – Absent from work for five or more consecutive working days without valid reasons.	Dismissal			
	Fraudulent timekeeping, such as clocking via another employee or allowing another employee to clock one in.	Dismissal			
Offences relating to work ethic and the employee's work obligations	Negligence in carrying out duties.	Final Written Warning	Dismissal		
	Gross negligence in carrying out duties.	Dismissal			

	Dereliction of duty	Final Written Warning	Dismissal		
	Gross Insubordination or insolence.	Final Written Warning	Dismissal		
	Refusal to carry out lawful instruction.	Final Written Warning	Dismissal		
	Poor quality of work, or failing to maintain CARD standards.	Verbal Warning and/or counselling	Written Warning	Final Written Warning	Dismissal

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	Job double dealers Unless CARD otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the CARD during the term of your employment with the CARD	Verbal warning	Written warning	Final written warning	Dismissal
	Sleeping on duty	Dismissal			
	Having financial or other interests in the business of a supplier, competitor or any interest in a business which might be construed as a conflict or interest, without written authorisation from the CARD.	Dismissal			
	Failing to comply with CARD procedures.	Written Warning	Final Written Warning	Dismissal	
Offences relating to CARD Property and Assets	Theft or fraud from or in respect of the CARD, a fellow employee, patient, supplier or visitor.	Dismissal			
	Intentional or grossly negligent damage to CARD, visitors, suppliers", patients" or employee's property or loss of CARD property.	Dismissal			

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	Poor maintenance or neglect of equipment, material, vehicles or any CARD property.	Final Written Warning	Dismissal		
	Driving a CARD vehicle without authority.	Dismissal			
	Reckless or negligent driving on CARD premises or use of CARD vehicle.	Final Written Warning	Dismissal		
	Removal of CARD property without authority from the CARD.	Dismissal			
	Being in possession of CARD property without	Dismissal			

	Authorisation.				
	Excessive personal use of CARD telephones, email or internet.	Written Warning	Final Written Warning	Dismissal	
	Using CARD property for personal purposes without written authority.	Dismissal			
	Using CARD property for the distribution or accessing of offensive material or information.	Final Written Warning	Dismissal		

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	Accepting or giving or taking steps to acquire or give gifts or money from or to a supplier, client, employee or their agent which does or could give the appearance of being capable of influencing actions.	Dismissal			
	Disclosing CARD records or information of a confidential nature without authorisation.	Dismissal			
	Failing to report damage to CARD property, employees", patients" or visitors" property immediately.	Written Warning	Final Written Warning	Dismissal	
	Industrial espionage or bribery.	Dismissal			
Offences of dishonesty.	Any dishonesty, including conspiracy, theft (or attempted theft), fraud (or attempted fraud), forgery or giving false or misleading statements to the CARD or to patients, suppliers, employees or persons having dealings with the CARD.	Dismissal			
	Misappropriation of CARD property.	Dismissal			
	Changing a medical certificate or using a false one.	Dismissal			

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Offences to the person or dignity of a fellow employee or any other person the employee comes into	Abusive or insulting language, signs or behaviour.	Final Written Warning	Dismissal		
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Contact with the course of his/her work.					
	Serious disrespect, impudence or insolence.	Dismissal			
	Promoting or engaging in racist incitement of being racially abusive or engaging in discriminatory behaviour based on sex, creed, political beliefs, sexual orientation or the like, including jokes of this nature.	Dismissal			
	Harassment, including sexual harassment, unsolicited sexual behaviour, innuendo, suggestion or gesture and other inappropriate behaviour of a sexual or discriminatory nature.	Dismissal			
	Threat to employees, patients, suppliers or visitors.	Dismissal			

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	Assaulting a person or fighting with any person or persons linked to the CARD, whether on or off CARD premises or unruly behaviour.	Dismissal			
Offence of intimidation.	Intimidating or inciting employees, including in respect of unlawful work stoppages.	Dismissal			
Offences relating to Health & Safety	Creating or causing or allowing any condition or situation at work that could endanger the general safety or health of employees or other persons or which caused injury.	Dismissal			
	Failure to use protective clothing and/or equipment when required.	Written Warning	Final Written Warning	Dismissal	
	Failure to carry out CARD health and safety policies and procedures.	Final Written Warning	Dismissal		
	Smoking in a non-smoking area.	Final Written Warning	Dismissal		
	Failing to immediately report an accident or injury on duty.	Final Written Warning	Dismissal		
Alcohol or	Under the influence of	Final	Dismissal		
drug related offences	Alcohol or drugs on CARD premises (unauthorised).	Written Warning			



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	In possession of alcohol or drugs not prescribed to the possessor on CARD premises.	Final Written Warning	Dismissal		
	Unlawful distribution of alcohol or drugs on CARD premises	Dismissal			
Possession of dangerous weapons	Being in possession of a firearm or dangerous weapon on CARD premises, unless authorised by the CARD in writing.	Final Written Warning	Dismissal		
Breach of CARD Security measures.	Failing to submit to a search.	Dismissal.			
	Being present in an area in which the employee is not permitted.	Final Written Warning	Dismissal		
General Offences	Breach of confidentiality, whether in respect of information regarding or belonging to the CARD or its patients.	Dismissal			
	Anti-competitive behaviour, engaging in any form of anti-competitive behaviour.	Dismissal			

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	Distributing notices, posters etc. which may be contrary to the interests of the CARD or distasteful, or removing or altering CARD notices without the CARD's written permission.	Final Written Warning	Dismissal		
	Abuse of CARD privileges	Final Written Warning	Dismissal		
	Unauthorised statements or comments to the press or third parties regarding the CARD.	Final Written Warning	Dismissal		
Conflict of interests	Misuse of Official Position for personal gains or to favour their relatives or friends or to benefit their business connections	Written warning	Finally warning	Dismissal	
	The misuse of power for private gain and it includes bribery, fraud, embezzlement and extortion.	Written warning	Finally warning & dismissal		
	Practice tribalism, Nepotism discrimination in selection and recruitment process for personal interest	Verbal warning	Written warning	Dismissal	

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	Failure to avoid or declare any conflict of interest	Written warning	Dismissal		
	Link or associate with a current or prospective CARD vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest	Finally warning	Dismissal		
	Transfer of employment contract from one employee to another without prior written consent of the employer	Warning and Dismissal			
Strike	Involve in strike when Bound by a Collective Agreement that prohibits a strike or lockout in respect of the issue in dispute.	Warning and Dismissal			
	Involve in strikes when Bound by a Collective Agreement that requires the issue in dispute to be referred to arbitration or (c) Is engaged in an essential service	Dismissal			
	Take part in a strike or a lockout, or in any conduct in contemplation or furtherance of a strike or a lockout, if any arbitration award or Collective	Dismissal			

	Agreement that regulates the issue in dispute binds staff.				
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**Violations**

Any employee, who abuses the privilege of CARD facilitated access to e-mail or the Internet, will be subject to corrective action up to and including termination. If necessary, CARD also reserves the right to advise appropriate legal officials of any illegal violations. The following general guidelines may be used for the purposes of taking disciplinary action against employees.

Category	1 Occurrence	2 Occurrence	3 Occurrence	4 Occurrence
Loading illegal software or offensive material onto a CARD computer	Final Written Warning / Dismissal			
Accessing pornographic or discriminatory material	Written Warning	Final Warning	Dismissal	
Changing the configuration of computer hardware or software without proper authorisation	Verbal Warning	Written Warning	Final Warning	Dismissal
Removing a computer, software or hardware from CARD premises without authorisation	Written warning			

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Purchasing computer equipment without proper authorisation	Written Warning	Final Warning	Dismissal	
Contracting for the development of computer software or related services without proper authorisation	Written Warning	Final Warning	Dismissal	
Accessing information available on CARD computers or networks to which you are not properly authorised	Final Warning	Dismissal Warning		
Distributing harassing, embarrassing, sexually explicit or otherwise unlawful or inappropriate information (e-mail or files)	Final Warning	Dismissal		