

	<h1>HR POLICY MANUAL</h1>		
	<h2>Disciplinary Procedure</h2>	DOCUMENT No: HR 12	REF No: HR/2024/12

Policy Statement

Uga Escapes (Private) Limited strongly believes that its employees are its biggest asset. With this in mind we also see the necessity to ensure that the work environment & our employees are disciplined and are in line with the Uga Escapes ethos. Therefore, all employees are expected to conduct themselves according to the company policies, rules & regulations at all times. In addition, all employees are expected to adhere to certain accepted standards outside the work hours & work premises. In case of misconduct each employee against whom such allegation stands will be treated in a fair manner.

1. Definitions

Misconduct - An act or omission that is inconsistent with the fulfilment of an expressed or implied term of employment and does not meet the company's accepted standards in lines of work or professional and personal conduct.

Note: The below will be construed as misconduct:

1. Non adherence to national laws, workplace policies/ procedures, accepted practices both explicit & implied.
2. Acting in a manner that is prejudicial to the interests and good Image of the company.
3. Not following lawful instructions.
4. Wilful damage of company property or any property belonging to its employees.
5. Breach of duty, breach of discipline & moral delinquency.

2. Procedure

3.1 Preliminary Inquiry

1. The need for disciplinary action arises on witnessing a breach of disciplinary standards, act of misconduct or on receiving a complaint of an alleged breach of discipline &/or act of misconduct.
2. Upon being brought to the notice of the HR Team, the complaint would be recorded with the relevant signatures of the party filing the complaint. These details should be recorded in an incident report with the complainant statement being annexed.
3. The HR Team should inform the Group Head of HR of the complaint.
4. Thereafter the HR Team will hold a preliminary inquiry; this is a fact finding mission In order to ascertain whether there is in fact a breach. All statements (with signatures) and proof should be recorded in the incident report and annexed. This includes but is not limited to the employee, the Head of Department/line manager and all other involved parties. In the case of digital evidence the evidence will need to be backed up, with a copy being sent to the Head Office HR.
5. In the event where further technical investigation is required the HR Team may obtain assistance from the group internal audit team.

6. An employee may be suspended with pay pending inquiry depending on the gravity of the misconduct, to avoid intimidation of witnesses, acts of sabotage or hampering investigations in any manner.

3.2 Show Cause & Explanation

1. Upon the conclusion of the preliminary inquiry where a breach has been established, a show cause letter will be issued to the employee.
2. The employee against whom the show cause letter is issued should hand over an explanation letter to the HR Team within 5 working days.

3.3 Findings & Penalties

1. In the event the employee is found innocent of the charges the employee will be issued a letter confirming that the disciplinary process has ended and all charges have been dismissed.
2. In the event an employee is found guilty either by acceptance or by presented evidence, the employee will be subjected to penalties in line with the gravity of the offence. The penalty will be informed to the employee via written communication. Penalties could include but are not limited to;
 - a. Issuing of verbal warning (corrective action form to be issued).
 - b. Issuing of written warning.
 - c. Service charge penalties.
 - d. Assigned to other suitable job roles within the company.
 - e. Internal Transfer within the group.
 - f. Immediate dismissal.
3. If it is found that the complaint is made on a baseless allegation and with malicious intent, action will be taken against complainant.

3. Appeal Process

1. If an employee who is found guilty feels that the findings and penalties are wrongful, they may submit an appeal to the Group Head of HR.
2. The inquiry will be held by an impartial body acting in good faith at all times.
3. The accused employee is expected at all times to attend this appeal inquiry, except only in the following reasonable circumstances;
 - a. Unable to attend the domestic inquiry due to ill health, such should be communicated immediately and a medical certificate should be submitted as proof of inability to attend.
 - b. Unable to attend due to personal difficulty, family funeral, spouse/child undergoing surgery on the day of the inquiry.

If the accused employee does not communicate his/her inability to attend (as specified above), such inquiry shall be held ex-parte.

4. In the event the appeal process yields a guilty result as well, the employee may be held liable for any costs the company may incur for the appeal process.