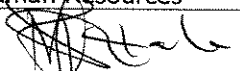
		<b>TRANSPORT AND EDUCATION TRAINING AUTHORITY</b>  <b>QUALITY MANAGEMENT SYSTEM</b> <b>Policy</b>	
Procedure Title	Code of Conduct Policy	Procedure and Rev No:	HR01 Rev00
Department	Human Resources	Effective date	28 <sup>th</sup> February 2008
Approved		1 <sup>st</sup> Issue Date	28 <sup>th</sup> February 2008

**PURPOSE**

In order to maintain the standards and objectives of TETA, all employees should be aware of the conduct, norms and expectations of TETA. A Code of Conduct is therefore created to contain reasonable guidelines to all employees. The basis for such a code being:

- equality,
- respect and fairness; and
- the balancing of rights of all the role-players – i.e. the employer, employees and third parties.

Any transgressions of this code are addressed in a corrective manner and in terms of a Disciplinary or Incapacity Process.

The Labour Relations Act also makes provision for a Code of Good Practices to supply employers and employees with guidelines relevant to their relationship. The code provides that the key principle is that employers and employees should treat one another with mutual respect. A premium is placed on both employment justice and the efficient operation of business. While employees should be protected from arbitrary action, employers are entitled to satisfactory conduct and work performance from their employees.

**POLICY**

**1. SCOPE**

TETA has committed itself to give effect to the Constitution Act and to accordingly apply fair labour practices to all its employees. The conduct expected of both TETA and the employees are governed by the relevant labour legislation



The Code of Conduct aims to provide a positive framework to set the expected conduct applicable to all employees, irrespective of their seniority or status in TETA.

**2. REFERENCES**

- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Occupational Health and Safety Act

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### 3. RESPONSIBILITY AND AUTHORITY

It is the responsibility of all TETA employees to ensure that they abide by the code of conduct.

It is the responsibility of the Management of the TETA to maintain discipline and implement disciplinary action amongst its employees.

### 4. MANAGING THE CONDUCT OF AN EMPLOYEE

4.1 All employees will be treated equally and with equality and respect. Employees in turn are expected to further the business interests of TETA and to accept the authority and management of TETA by the persons employed for this purpose.

4.2 Employees are expected to comply with the various rules, practices and obligations contained in their contracts of employment, as well as all operational and business practices to ensure a harmonious, safe and productive working environment;

4.3 All reasonable and lawful instructions given by a superior must be complied with. The Grievance Procedure may be invoked in the event of an employee not agreeing with an instruction, provided that the instruction is still to be carried out;

4.4 Employees should behave in an orderly and lawful manner with cognisance and respect to the rights of other employees, the facilities of TETA and the clients and customers of TETA;

4.5 Assault, verbal and physical, as well as abusive, obscene, racist and sexist language transgresses the basic principles of respect and fairness;

4.6 TETA reserves the right to evict from its premises any person who makes him/herself guilty of assault as a protection of the rights of other employees and the employer;

4.7 The property, equipment of TETA and personal effects of fellow-employees should be treated with the necessary care and respect; no such property or effects may therefore be removed from the premises without the proper authorisation;

4.8 There are proper procedures in places, i.e. the Grievance Procedure to deal with matters that employees feel adversely affect their employment environment;

4.9 Employees are thus expected to observe these procedures and to render their services in accordance with the contractual and operational expectations and requirements;

4.10 All tools and equipment (with the exception of those purchased by the employee) remain the property of TETA and employees are expected to return or leave behind such equipment on leaving the employ of TETA;

4.11 Employees are expected to further the interest of TETA; to this end, no confidential


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**QUALITY MANAGEMENT SYSTEM  
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information relating to the business may be disclosed to anybody not in the employ of TETA; employees are also prohibited from doing any other work, whether for gain or not, without the expressed permission of the CEO of TETA. Employees are also expected to treat the clients or customers of TETA with the necessary respect to prevent an adversarial working relationship with any third party.

**5. RELATING TO THE WORKING ENVIRONMENT**

- 5.1 The working environment should reflect safe and hygienic practices; all employees should therefore give effect to proper housekeeping and safety guidelines with a strong emphasis on the Occupational Health and Safety Act;
- 5.2 TETA places a strong emphasis on safety in the workplace, and to give effect to this commitment, no employee may without the proper authority bring any liquor on to the premises, or report or commence with his/her duties whilst under the influence of liquor; an employee should inform his/her superior of his/her condition and will then be sent home without any further disciplinary action being taken (disciplinary or counselling action will be considered once a trend develops in this regard). This will, however, be regarded as unpaid time;
- 5.3 Employees will be subject to a verification procedure if there is a suspicion of being under the influence of liquor or drugs (a specific format, attached to this disciplinary code will be used)
- 5.4 In conjunction with this, no employee may bring non-prescribed drugs/medication on TETA's premises; any unauthorised possession of drugs/medication, or alcohol will always be viewed in a most serious light;
- 5.5 To this end, TETA reserves the right to search employees entering and leaving the premises, or to refuse access to the premises;
- 5.6 Employees must inform their supervisor or the HR department of prescribed medication that may affect their ability in any manner to conduct their normal duties;
- 5.7 A further commitment to safety is the wearing of the safety and protective clothing provided; all accidents or damage to equipment or property, even those of a minor nature, should be immediately reported to the employees' superior or to the safety representative; all safety rules and practices should at all times be obeyed;
- 5.8 Employees in certain work categories are obligated by law to report for medical evaluations on an annual basis;
- 5.9 A safe working environment also dictates that no employee shall enter the premises of TETA or that of a client whilst in the possession of firearms or offensive weapons;

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5.10 To prevent any unnecessary safety risks, access to the premises outside normal working hours or overtime is subject the obtaining of proper permission from their supervisor.

### 6. RELATING TO YOUR ATTENDANCE AND STANDARDS OF WORK

Every employee plays a particular role in TETA; absences from work therefore create problems both operationally and to fellow employees;

- 6.1 Employees are therefore expected to be at work in accordance with their contracts of employment, or to report for overtime, unless there is a valid reason for such an absence, under which circumstances the employee will inform his/her superior of the reason for and the duration for the absence as soon as possible, but no later than the end of the shift or the working day;
- 6.2 Any other absence from work should be preceded by the proper permission being granted;
- 6.3 Sick leave is only to be utilised for genuine illness of the employee; TETA reserves the right to expect the employee to submit him/herself for medical evaluation by an TETA appointed doctor if excessive sick leave is taken; it is important that all employees are given the opportunity to work in a safe and healthy working environment;
- 6.4 TETA expects all employees to maintain reasonably achievable standards when executing their duties; TETA will embark on corrective counselling action in the event of an employee failing to achieve such standards to assist in meeting the required outputs and standards; continued failure could result in the termination of services;

7.0 Inputs Required	Process Outputs and performance parameters

RECORDS				
Record	Record Type	Responsible Person	Retention Period	Disposition

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