

BMW PROJECT CONTRACTOR – DISCIPLINARY CODE

Abbreviations:

FWW = Final Written Warning
 SD = Summary Dismissal
 PIP = Performance Improvement Process

Offence Description		1 st Offence	2 nd Offence
1.	Gross Insubordination <i>Severe and blatant acts of disobedience that demonstrate a complete disregard for authority</i>	SD	
2.	Assault, threatening violence, abusive behaviour	SD	
3.	Harassment of any nature, including sexual harassment	SD	
4.	Gross dishonesty, including but not limited to, theft, fraud, attempted theft, forgery, making false statements, misrepresentation, moonlighting	SD	
5.	Gross Negligence <i>a conscious and voluntary disregard of the need to use reasonable care</i>	SD	
6.	Possession / Consuming / Being under the influence of illegal/ recreational drugs and/or alcohol during office hours	SD	
7.	Corruption, Bribery (including offering, accepting or soliciting a bribe)	SD	
8.	Fighting or provocation in the workplace	SD	
9.	Being in possession of a dangerous weapon	SD	
10.	Sleeping during office hours	SD	
11.	Absence without authorization	SD	
12.	Acting in conflict with the Company's interest	SD	
13.	Willful damage to company property	SD	
14.	Unauthorised possession of company property, or the property of a customer, supplier, or fellow employee	SD	
15.	Any tampering with or willful damage to, or grossly negligent handling of any property of the employer, supplier or customer of the employer	SD	
16.	Insolence, including but not limited to swearing and abusive language	SD	
17.	Uttering, circulating, or distributing racially or sexually offensive language or material	SD	
18.	Inciting others to commit an offence	SD	
19.	Intentional interference with, or obstruction of, other employees / contractors in performance of their duties	SD	

20.	Company / Client Vehicle: Driving without a license or negligent / reckless driving	SD	
21.	Disclosure of confidential information that relates to the company or the role that you are performing while at the company (this includes divulging of information on social media platforms, emails, in writing or verbally)	SD	
22.	Intimidation / Victimisation	SD	
23.	Dereliction of Duty <i>conscious or willful neglect of duties</i>	SD	
24.	Misuse of company email, internet and other company equipment and services	SD	
25.	Gambling on company premises	FWW	SD
26.	Moneylending to fellow employees / colleagues / contractors	FWW	SD
27.	Desertion / absconding from duty <i>Unauthorised absenteeism / no communication of absenteeism for 4 days</i>	SD	
28.	Damage to property	SD	
29.	Smoking in prohibited areas	FWW	SD
30.	Bringing the employers business into disrepute	SD	
31.	Competing with the employer / client and / or conflict of interest <i>Moonlighting, disclosing of confidential information, using of company / client intellectual property for other purposes</i>	SD	
32.	Consumer protection <i>Acting contrary to the employer's or clients rules, regulations and policy regarding consumer protection</i>	SD	
33.	Conduct detrimental to the maintenance of good order within the workplace	SD	
34.	Prejudicial Conduct <i>Any conduct prejudicial to the maintenance of good order and the smooth running or the public image of the company, including the intentional destruction of company property</i>	SD	
35.	Any act/omission which seriously impairs the relationship between the company and the client, or other contractors, or employees	SD	
36.	Breach of contract	SD	
37.	Failure to produce a medical certificate when request for extended time off due to illness	FWW	SD
38.	Participation in unprocedural work stoppage	SD	
39.	Participation in unprotected industrial action	SD	
40.	Inciting unprotected industrial action	SD	
41.	Damaging company property during industrial action	SD	
42.	Willfully preventing access to and exit from company premises during strike action (protected or unprotected)	SD	
43.	Riotous and/or grossly offensive behaviour	SD	
44.	Improper/indecent/disgraceful conduct <i>Behaviour which is in conflict with the accepted norms of behavior as required by the Client and the Company</i>	SD	
45.	Serious infringement of health, hygiene and safety rules and regulations	SD	
46.	Any act or omission that has or may detrimentally affect the health and safety of any of the employers, employees, suppliers or customers	SD	
47.	Failure OR refusal to carry out a lawful instruction	SD	

48.	Failure to follow company and client procedures, adhere to company and client standards	SD	
49.	Failure to comply with conditions of employment	SD	
50.	Negligence (not gross)	FWW	SD
51.	Insubordination (not gross)	FWW	SD
52.	Failing to report an accident at work an accident involving a company vehicle	SD	
53.	Behaviour which could damage the employer or clients image or reputation	SD	
54.	Less serious infringement of health, hygiene and safety rules and regulations	FWW	SD
55.	Poor timekeeping without a legitimate reason	FWW	SD
56.	Inaccurate / Inconsistent clock in / out on manual clock in system, failure to comply to clock in regulations	FWW	SD
57.	Fraudulent time keeping / clock in / out	SD	
58.	Leaving workplace without permission	FWW	SD
59.	Unauthorised breaks from work	FWW	SD
60.	Unsatisfactory work performance	FWW / PIP	SD
61.	Failure to comply to a standard operating procedure (help desk, customer support)	FWW	SD