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1. INTRODUCTION

F Bocks Construction is committed to promoting a work environment that is safe, productive, respectful, and aligned with professional standards of conduct. As part of this commitment, the company expects all employees to demonstrate integrity, accountability, and cooperation in the performance of their duties.

This policy sets out the expectations for workplace behaviour, attendance, conduct, and disciplinary standards. It provides guidance on appropriate actions and responses when misconduct or breaches of company rules occur. The purpose of this policy is not only to correct behaviour, but also to support fairness, consistency, and respect across all levels of the company.

All employees are required to familiarise themselves with this policy and adhere to its provisions at all times. Supervisors and management are responsible for monitoring compliance and ensuring the policy is applied consistently and fairly.

2. PURPOSE

The purpose of this policy is to establish clear standards of behaviour, attendance, professionalism, and ethical conduct within F Bocks Construction. This policy ensures that all employees understand their responsibilities, comply with lawful instructions, and maintain a safe, productive, and respectful working environment. It also outlines the procedures for addressing misconduct, negligence, dishonesty, and any behaviour that negatively impacts the company, its employees, clients, or operations. The policy promotes fairness, accountability, and consistency in the application of disciplinary measures.

3. SCOPE

This policy applies to all employees of F Bocks Construction, including permanent, temporary, probationary, and contract workers, across all project sites, workshops, offices, and any location where company duties are performed. All employees are required to comply with the provisions of this policy and any instructions issued by authorized supervisors or management. Failure to comply may result in disciplinary action in accordance with the company's disciplinary code and labour legislation.

4. GENERAL PRINCIPLES

4.1 The company expects all employees to:

- Perform their duties responsibly, professionally, and safely.
- Treat colleagues, supervisors, clients, and visitors with respect.
- Follow lawful and reasonable instructions from supervisors or management.
- Use company property, equipment, materials, and vehicles responsibly.
- Comply with all company policies, rules, and safety procedures.

4.2 Employees must conduct themselves in a manner that:

- Maintains a harmonious and productive working environment.
- Protects the health, safety, and wellbeing of themselves and others.
- Upholds the reputation and values of the company.

4.3 Ignorance of policy or rules is **not** an excuse for non-compliance.

4.4 All employees have the responsibility to report:

- Unsafe conditions,
- Misconduct,
- Damage or loss of property,
- Or any behaviour that threatens workplace safety or operations.

5. POLICY STATEMENTS

5.1 REPORTING LATE FOR DUTY

- Employees are expected to report for duty at their designated starting time.
- Repeated lateness without valid reason or prior notice will be considered misconduct and may lead to disciplinary action.
- Employees arriving late must report the reason for the delay to their immediate supervisor.

5.2 ABSENT FROM THE WORKPLACE / LEAVING WORK EARLY WITHOUT PERMISSION

- No employee may leave the workplace during working hours without prior permission from their supervisor or manager.
- Unauthorized absence from the workstation or leaving work early will be treated as misconduct.

5.3 ABSENCE FROM WORK WITHOUT GOOD REASON / LEAVE / COLLECTIVE ABSENCE

- Any absence must be supported by a valid reason and prior approval, except in emergencies where immediate reporting is required.
- Unauthorized or unexplained absence from duty will be viewed as abscondment if the employee fails to communicate for more than two consecutive working days.
- Participation in unapproved collective absence or stay-aways is strictly prohibited.

5.4 FAILING TO REPORT FOR OVERTIME DUTIES

- Where an employee has agreed or is instructed to work overtime, failure to report without good reason will be considered misconduct.
- Persistent failure to attend scheduled overtime may lead to disciplinary action.

5.5 EFFECTING FALSE ENTRIES IN ATTENDANCE OR OTHER REGISTERS

- Falsifying attendance records, including signing in or out for another employee, is a serious offence.
- Any such act constitutes dishonesty and may result in dismissal after due disciplinary process.

5.6 SUBMITTING A FALSE MEDICAL CERTIFICATE

- Submission of falsified, altered, or fraudulent medical certificates is a serious disciplinary offence.
- Disciplinary action may include suspension or dismissal, depending on the severity of the misconduct.

5.7 SUBMITTING FALSE INFORMATION REGARDING PREVIOUS MISCONDUCT OR CRIMINAL OFFENCES

- All employees are expected to disclose any previous criminal or disciplinary record honestly during recruitment.
- Supplying false or misleading information will be treated as fraudulent misrepresentation and may lead to immediate termination of employment.

5.8 SUBMITTING FALSE INFORMATION TO OBTAIN FAMILY RESPONSIBILITY LEAVE

- Employees who submit false documentation or misleading information to obtain family responsibility leave will be subject to disciplinary action.
- This may include repayment of any remuneration received and formal disciplinary proceedings.

5.9 SLEEPING WHILE ON DUTY

- Sleeping or appearing to sleep during working hours is strictly prohibited.
- Employees must remain alert and attentive to their assigned tasks at all times.
- Such conduct may be regarded as gross negligence and will result in disciplinary action.

5.10 INTENTIONAL OR NEGLIGENT CAUSING OF DAMAGE TO EMPLOYER, CO-WORKER, OR CLIENT PROPERTY

- Employees must handle all company, co-worker, and client property with care and respect.
- Any intentional or negligent act resulting in damage or loss will result in disciplinary action and possible recovery of the cost of repairs or replacement.

5.11 NEGLECT OF DUTY

- Employees are expected to perform their duties responsibly and diligently.
- Any failure to carry out assigned duties, deliberate disregard of responsibilities, or careless execution of work will be considered neglect of duty.
- Repeated neglect may result in suspension or dismissal.

5.12 CAUSING OF DAMAGE DUE TO NEGLIGENCE

- Damage caused by failure to follow instructions, disregard of safety procedures, or lack of reasonable care will be treated as negligence.
- The company reserves the right to recover reasonable costs or take disciplinary action depending on the extent of the damage.

5.13 FAILING TO COMPLY WITH DUTIES AND RESPONSIBILITIES

- Every employee must comply with the responsibilities and job requirements assigned to them.
- Failure to perform duties as per job description or management expectations will be treated as misconduct and may lead to disciplinary measures.

5.14 FAILING TO COMPLY WITH COMPANY POLICIES

- All employees must comply with the provisions of F Bocks Construction's company policies and procedures.
- Ignorance of company policy is not an acceptable excuse.
- Breach of policy will be dealt with through the company's disciplinary process.

5.15 FAILING OR REFUSING TO COMPLY WITH A LAWFUL INSTRUCTION

- Employees must follow all lawful and reasonable instructions given by management or supervisors.
- Refusal or failure to obey lawful instructions constitutes gross insubordination and may lead to immediate disciplinary action, including dismissal.

5.16 INTIMIDATION AND/OR INCITEMENT OF CO-EMPLOYEES

- Intimidating, threatening, or attempting to influence co-workers through coercion or incitement is strictly prohibited.
- Any such actions undermine workplace harmony and safety and will be treated as gross misconduct.

5.17 ASSAULTING A CO-EMPLOYEE / FIGHTING IN THE WORKPLACE

- Physical violence, fighting, or assault of any kind will not be tolerated.
- Employees involved in any form of assault or physical altercation will face summary dismissal following due disciplinary procedure.

5.18 ADOPTING AN INSOLENT ATTITUDE TOWARD A SUPERVISOR OR EMPLOYER

- Employees are expected to maintain a respectful and professional attitude toward supervisors, management, and colleagues.
- Insolence, rudeness, or defiant behavior towards authority will not be tolerated and may result in disciplinary action, including dismissal for repeated offences.

5.19 POOR AND SUB-STANDARD WORK

- All employees are required to perform their duties to the best of their ability and in accordance with company standards. Consistent poor or sub-standard work will not be tolerated and may lead to corrective or disciplinary action.

5.20 REPORTING FOR DUTY UNDER THE INFLUENCE OF LIQUOR OR NARCOTICS

- No employee shall report for duty under the influence of alcohol or drugs, nor consume such substances while on duty. This behavior poses safety risks and damages the reputation of the company.

5.21 PRETENDING TO BE ILL TO OBTAIN EXEMPTION FROM DUTY

- Falsely claiming illness or injury to avoid work duties is considered dishonest conduct and is strictly prohibited. Such actions will result in disciplinary measures.

5.22 UNAUTHORIZED USE OF COMPANY OR CLIENT PROPERTY

- Employees are prohibited from using any property, materials, or equipment belonging to the employer or a client without proper authorization. Misuse or theft of property will be treated as serious misconduct.

5.23 DISPLAYING DISCOURTESY TOWARDS CLIENTS OR OTHERS

- All employees are expected to maintain professionalism and courtesy in all interactions. Rude, disrespectful, or discourteous behavior towards any person or client is unacceptable.

5.24 Failure to Inform Employer of Absence or Expected Return Date

- Employees must inform their supervisor promptly if they will be absent from work, including the expected return date. Failure to communicate absence may be treated as unauthorized leave.

5.25 FAILURE TO RETURN TIMEOUSLY AFTER LUNCH OR TEA BREAKS

- Employees must adhere strictly to designated break times.
- Returning late from lunch or tea breaks disrupts productivity and will be addressed through disciplinary procedures.

5.26 INDOLENT AND SLOW WORK

- Employees are expected to perform their duties efficiently and diligently. Consistently slow or idle behavior may result in disciplinary action for lack of productivity.

5.27 USE OF DIRTY OR INSULTING LANGUAGE

- F Bocks Construction maintains a respectful work environment. The use of foul, abusive, or insulting language towards colleagues, supervisors, or clients is prohibited and will result in disciplinary measures.

5.28 ALCOHOL AND SUBSTANCE USE

- Employees may not report for duty or remain at work under the influence of alcohol or any illegal or impairing substance.
- If an employee is suspected of being under the influence, the company may require testing. Refusal to undergo testing will be treated as insubordination.
- Being under the influence of alcohol or drugs while on duty is considered serious misconduct and may result in disciplinary action, including dismissal.

6. DISCIPLINARY PROCEDURE (SUMMARY)

- The company follows a progressive and fair disciplinary process. The nature and severity of misconduct determine the level of action taken.

Possible Disciplinary Steps

- **Verbal Warning**
- **Written Warning**
- **Final Written Warning**
- **Suspension (with or without pay pending investigation)**
- **Dismissal**, in cases of serious or repeated misconduct

7. SERIOUS OR GROSS MISCONDUCT

- Gross misconduct may result in **summary dismissal** after a fair hearing, even if no previous warnings were issued.

8. RIGHT TO A FAIR PROCESS

Before discipline is imposed:

- The employee will be informed of the allegations.
- The employee will have the opportunity to state their case.
- The employee may request representation (e.g., workplace representative or colleague).
- The outcome will be communicated in writing.

9. ACKNOWLEDGEMENT AND ACCEPTANCE

- By continuing employment with F Bocks Construction, all employees confirm that they have read, understood, and agree to comply with the provisions of this policy. Employees are encouraged to request clarification from their supervisor or the CLO or Social Facilitator if any part of the policy is unclear.
- The company reserves the right to review, amend, or update this policy as necessary to ensure compliance with labour laws and operational requirements. Employees will be informed of any significant changes.

10. APPROVAL AND IMPLEMENTATION

This policy is approved and authorized for implementation throughout F Bocks Construction and shall remain in effect until replaced or amended by management.

Approved By:

Mr. F. Bocks

Construction Manager – F Bocks Construction

Signature: _____

Date: 25 August 2025

Employee Acknowledgement

I, _____ (Employee Name),
confirm that I have received, read, and understood the contents of this policy. I
acknowledge that it is my responsibility to comply with the standards and requirements
described herein.

Employee Signature: _____

Date: _____