

Navrae
Enquiries
Imibuzo
Telefoon
Telephone
Ifoni
Faks
Fax
Ifekst
Verwysing
Reference
Isalathiso

LABOUR
RELATIONS

021 467-2000

021 461-5629

20020422-0005
16/1/8



Wes-Kaap Onderwysdepartement

Western Cape Education Department

IsSebe leMfundo leNtshona Koloni

CIRCULAR: 0101/2002
EXPIRY DATE: NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), CIRCUIT MANAGERS,
CURRICULUM ADVISORS AND HEADS OF EDUCATIONAL INSTITUTIONS

BRIEF SUMMARY: *Delegation of less serious misconduct cases involving CS educators and Public Service Act personnel to the heads of institutions or offices and line managers.*

SUBJECT: LESS SERIOUS MISCONDUCT DISCIPLINARY ISSUES

In terms of Item 4, Schedule 2 of the Employment of Educators Act, Act 76 of 1998 (hereinafter referred to as the Act), the Head of Education delegated the function to deal with less serious misconduct to the head of the institution or office where the educator is employed, or to the immediate superior of the educator, where the educator concerned is the head of the institution or office. This circular serves to inform the said delegation of less serious misconduct cases. Instances of less serious misconduct involving Public Service Act personnel must be dealt with in terms of the Disciplinary Code and Procedure for the Public Service (Resolution 2/99).

The specific acts of misconduct to be dealt with are referred to in the enclosed framework. This arrangement was extensively discussed at the training sessions for heads of institutions and offices and line managers on progressive discipline. **All heads of institutions and all supervisory staff must offer a workshop to all staff members under their control and advise them of this process and their rights in this regard.**

Please note that since the training, certain sections of the Act have been amended in terms of the Education Laws Amendment Act, 2001 (Act 57 of 2001). The amendments that have a direct bearing on progressive discipline as contained in Schedule 2 of the Act are as follows: [_ indicates the new insertion]

- Item 4 paragraph (f) of subitem 4 "If during the six month period, the educator is subjected to disciplinary action, the written warning and the written objection or additional information contemplated in paragraph (g) may be taken into account in deciding on an appropriate sanction."
- Item 4 paragraph (f) of subitem 5 "If during the six month period, the educator is subject to disciplinary action, the final written warning and the written objection or additional information contemplated in paragraph (g), may be taken into account in deciding on an appropriate sanction."

MELD ASSEBLIEF VERWYSINGSNOUMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALE IINOMBOLO ZESALATHISO KUYO YONKE IIBALIELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK N9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG N9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

- Amended Form A (written warning) and Form B (final written warning) of Schedule 2 of the Act are also enclosed.

The above-mentioned amendments came into operation on 5 December 2001. In this regard you are also referred to Circular 0010/2001.

Please bring the contents of this circular to the attention of all employees, who must then sign acknowledgement and understanding of its contents.

Your co-operation will be appreciated.


for. HEAD: EDUCATION

DATE: 2002.08.20

FORM A [Retype on School Letterhead]

WRITTEN WARNING

Name of employee
Persal no
Personal details of the employee

This a written warning in terms of the disciplinary procedure. Should you engage in further misconduct, this written warning may be taken into account in determining a more serious sanction.

The written warning will be placed in your personal file and will remain valid for a period of six months from the date of the written warning.

If you object to the warning or wish to furnish additional information, you may lodge a written objection or additional information which will be filed together with this warning.

The nature of the misconduct is :

SIGNATURE OF THE REPRESENTATIVE OF EMPLOYEE
DATE :

SIGNATURE OF EMPLOYEE
DATE :

SIGNATURE OF WITNESS (if applicable)
DATE :

FORM B [Retype on School Letterhead]

FINAL WRITTEN WARNING

Name of employee
Persal no
Personal details of the employee

This is a final written warning in terms of the disciplinary procedure. Should you engage in further [transgressions] misconduct it could lead to formal misconduct proceedings being instituted against you.

This final written warning will be placed in your personal file and will remain valid for a period of six months from the date of the written warning.

Should you wish to do so, you may lodge a written objection to this final warning, or provide additional information which will be filed together with this final warning.

The nature of the misconduct is :

SIGNATURE OF THE REPRESENTATIVE OF EMPLOYEE
DATE :

SIGNATURE OF EMPLOYEE
DATE :

SIGNATURE OF WITNESS (if applicable)
DATE :

SCHEDULE OF TRANSGRESSIONS : CS-EDUCATORS AND PUBLIC SERVICE ACT PERSONNEL

NATURE OF TRANSGRESSION	PROPOSED ACTION					
	THE PROPOSED ACTION SHOULD NOT AUTOMATICALLY BE IMPOSED					
	THE NATURE AND CIRCUMSTANCES OF EACH INDIVIDUAL CASE SHOULD BE TAKEN INTO CONSIDERATION PRIOR TO MAKING A DECISION.					
	THEREFORE, THE PROPOSED CODE SERVES ONLY AS A GUIDELINE					
	FIRST TRANSGRESSION	SECOND TRANSGRESSION	THIRD TRANSGRESSION	FOURTH TRANSGRESSION	FIFTH TRANSGRESSION	COMMENTS AND/OR POLICY GUIDELINES
SERIOUS TRANSGRESSIONS						
1. Misuse of official property for private purposes	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				With regard to the first offence the usual disciplinary action will consist of a final written warning. The nature and circumstances of the case may, however, warrant a disciplinary hearing
2. Sleeping on the job	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-
3. Absence from work place while on duty. without permission of supervisor	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-
4. Driving government vehicle or any mobile equipment without authority	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-

NATURE OF TRANSGRESSION	PROPOSED ACTION					COMMENTS AND/OR POLICY GUIDELINES
	THE PROPOSED ACTION SHOULD NOT AUTOMATICALLY BE IMPOSED					
	THE NATURE AND CIRCUMSTANCES OF EACH INDIVIDUAL CASE SHOULD BE TAKEN INTO CONSIDERATION PRIOR TO MAKING A DECISION.					
	THEREFORE, THE PROPOSED CODE SERVES ONLY AS A GUIDELINE					
	FIRST TRANSGRESSION	SECOND TRANSGRESSION	THIRD TRANSGRESSION	FOURTH TRANSGRESSION	FIFTH TRANSGRESSION	
5 Misuse of government vehicle or any other mobile equipment	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				With regard to the first transgression the usual disciplinary action will consist of a final written warning. The nature and circumstances of the case may, however, warrant a disciplinary hearing
6 Attempting to bring, or causing the name of the WCED be brought into disrepute	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-
7 Gross negligence with serious or potentially serious consequences for the WCED, its staff or the public	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-
8. Revealing confidential information to unauthorised persons (Revealing confidential information shall mean unauthorised presentations, discussions, press releases, publications and/or any communication whatsoever on any matter that could embarrass or harm the PAWC and or its personnel)	Disciplinary hearing or final written warning	Disciplinary hearing if final written warning has been issued				-do-

NATURE OF TRANSGRESSION	PROPOSED ACTION					COMMENTS AND/OR POLICY GUIDELINES
	THE PROPOSED ACTION SHOULD NOT AUTOMATICALLY BE IMPOSED					
	THE NATURE AND CIRCUMSTANCES OF EACH INDIVIDUAL CASE SHOULD BE TAKEN INTO CONSIDERATION PRIOR TO MAKING A DECISION.					
	THEREFORE, THE PROPOSED CODE SERVES ONLY AS A GUIDELINE					
	FIRST TRANSGRESSION	SECOND TRANSGRESSION	THIRD TRANSGRESSION	FOURTH TRANSGRESSION	FIFTH TRANSGRESSION	
9. Loss of WCED's property or the property of other staff members as a result of carelessness	Verbal warning	Written warning	Final written warning	Disciplinary Hearing		-do-
10. Private activities during official working hours	Written warning	Final written warning	Disciplinary Hearing			
11. Performing private work without the necessary written permission	Written warning	Final written warning	Disciplinary Hearing			The nature and circumstances of the case may, however, warrant a disciplinary hearing
12. Be the cause of serious disruptions in interpersonal relationships	Written warning	Final written warning	Disciplinary Hearing			-do-
13. Unauthorised and/or uncommunicated absenteeism unless the employee offers a reasonable and legitimate excuse for his absence (the onus being on the employee to justify his absenteeism)	Verbal warning	Written warning	Final written warning	Disciplinary hearing		-do-
14. Misuse of official phones, cell phones and fax machines for private purposes, without authorisation	Verbal warning	Written warning	Final written warning	Disciplinary hearing		-do-

NATURE OF TRANSGRESSION		PROPOSED ACTION					COMMENTS AND/OR POLICY GUIDELINES
		FIRST TRANSGRESSION	SECOND TRANSGRESSION	THIRD TRANSGRESSION	FOURTH TRANSGRESSION	FIFTH TRANSGRESSION	
THE NATURE AND CIRCUMSTANCES OF EACH INDIVIDUAL CASE SHOULD BE TAKEN INTO CONSIDERATION PRIOR TO MAKING A DECISION. THEREFORE, THE PROPOSED CODE SERVES ONLY AS A GUIDELINE							
15 Misuse of official information technology apparatus such as desktop or laptop computers and printing devices		Written warning	Final written warning	Disciplinary hearing			-do-
16 Flagrant disregard of safety standards		Written warning	Final written warning	Disciplinary hearing			-do-
LESS SERIOUS TRANSGRESSIONS							
1 Neglect of duty or carelessness, unless such neglect or carelessness constitutes a major offence owing to the nature thereof		Counseling or verbal warning	Written warning	Final written warning	Disciplinary Hearing		With regard to the first offence the usual disciplinary action will consist of counseling. The nature and circumstances of the case may, however warrant a verbal warning
2 Poor time-keeping, eg not clocking when leaving, coming late		Counseling or verbal warning	Written warning	Final written warning	Disciplinary Hearing		-do-
3 Disregarding safety regulations where contravention is minor		Counseling or verbal warning	Written warning	Final written warning	Disciplinary Hearing		-do-
4 Smoking in a area where it is prohibited		Counseling or verbal warning	Written warning	Final written warning	Disciplinary Hearing		-do-
5 Gambling on company premises		Verbal warning	Written warning	Final written warning	Disciplinary Hearing		-do-

NATURE OF TRANSGRESSION		PROPOSED ACTION					COMMENTS AND/OR POLICY GUIDELINES
		THE PROPOSED ACTION SHOULD NOT AUTOMATICALLY BE IMPOSED MAKING A DECISION.					
		THEREFORE, THE PROPOSED CODE SERVES ONLY AS A GUIDELINE					
		FIRST TRANSGRESSION	SECOND TRANSGRESSION	THIRD TRANSGRESSION	FOURTH TRANSGRESSION	FIFTH TRANSGRESSION	
6.	Posting, and/or distributing and/or displaying, and/or fixing notices, posters, stickers etc. on WCED premises or soliciting of any kind without the WCED's written permission	Counselling or verbal warning	Written warning	Final written warning	Disciplinary Hearing		With regard to the first offence the usual disciplinary action will consist of counselling. The nature and circumstances of the case may, however, warrant a verbal warning

Navrae
Enquiries
Imibuzo
Telephone
Telephone
Ifoni
Faks
Fax
Ifeksa
Verwysing
Reference
Isalathiso

ARBEIDSVER-
HOUDINGE

021 467-2000

021 461-5629

20020422-0005
16/1/R



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE leMfundo leNtshona Koloni

OMSENBRIEF: 0101/2002
VERVALDATUM: GEEN

AAN: HOOFDIREKTEURE, DIREKTEURE (HOOFKANTOOR EN OBOS'e),
KRINGBESTUURDERS, KURRIKULUMADVISEURS EN HOOFDE VAN
ONDERWYSINRIGTINGS

KORT OPSOMMING: Hierdie omsendbrief bevestig die delegering van minder ernstige wangedragsake met betrekking tot KS-opvoeders en Staatsdienswetpersoneel aan hoofde van inrigtings of kantore en alle lynbestuurders

ONDERWERP : MINDER ERNSTIGE WANGEDRAG: DISSIPLINêRE AANGELEENTHEDE

Ingevolge item 4, skedule 2 van die Wet op die Indiensneming van Opvoeders, Wet 76 van 1998 (hierna verwys na as die Wet), het die Onderwyshoof die funksie om minder ernstige wangedrag te hanteer aan die hoof van die inrigting of kantoor waar die opvoeder in diens is, of die onmiddellike hoof van die opvoeder waar die betrokke opvoeder die hoof van die inrigting of kantoor is gedelegeer. Hierdie Omsendbrief dien om gemelde delegering van minder ernstige wangedragsake te bevestig. Gevalle van minder ernstige wangedrag van Staatsdienswetpersoneel moet hanteer word ingevolge die Dissiplinêre Kode en Prosedure vir die Staatsdiens (Resolusie 2/99). Daar word in die ingeslote raamwerk verwys na die spesifieke handelinge van wangedrag wat gehanteer moet word. Hierdie reëling is breedvoerig bespreek tydens die opleidingssessies van Hoofde van Inrigtings of Kantore en Lynbestuurders oor Progressiewe Dissipline. **Alle hoofde van inrigtings en toesighoudende personeel moet 'n werkwinkel vir personeellede aanbied en hul adviseer oor dié proses en oor hul regte in hierdie verband.**

Let asseblief daarop dat sekere afdelings in die Wet sedert die opleiding ingevolge die Wysigingswet op Onderwyswette, 2001 (Wet 57 van 2001) gewysig is. Die wysigings wat direk van toepassing is op progressiewe dissipline soos vervat in skedule 2 van die Wet, is soos volg : [_ dui die nuwe invoeging aan].

- Item 4 paragraaf (f) van subitem 4 "Indien die opvoeder tydens die tydperk van ses maande aan tugoptrede onderwerp word, kan die skriftelike waarskuwing en die skriftelike beswaar of verdere inligting in paragraaf (g) beoog, in ag geneem word by die besluit oor 'n gepaste sanksie."
- Item 4 paragraaf (f) van subitem 5. "Indien die opvoeder tydens die tydperk van ses maande aan tugoptrede onderwerp word, kan die finale skriftelike waarskuwing en die skriftelike beswaar of verdere inligting in paragraaf (g) beoog, in ag geneem word by die besluit oor 'n gepaste sanksie."

MEI.D ASSEBLIEF VERWYSINGSNUMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBUTALE INOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

skriftelike beswaar of verdere inligting in paragraaf (g) beoog, in ag geneem word by die besluit oor 'n gepaste sanksie."

Vorms wat Vorm A (skriftelike waarskuwing) en Vorm B (finale skriftelike waarskuwing) van skedule 2 van die Wet sal vervang, is ook ingesluit.

Bogenoemde wysigings het op 5 Desember 2001 in werking getree. U word in hierdie verband ook verwys na Omsendbrief 0010/2001.

Bring asseblief die inhoud van hierdie omsendbrief onder die aandag van alle werknemers, wat moet teken dat hulle kennis geneem het van die inhoud en dit begryp.

U samewerking sal op prys gestel word.


HMS. HOOF: ONDERWYS
DATUM: 2002-08-20.



VORM A [Tik op Skool se Briefhoof]

SKRIFTELIKE WAARSKUWING

Naam van werkgewer

Persal no

Persoonlike besonderhede van werknemer

Hierdie is 'n skriftelike waarskuwing ingevolge die tugprosedure. Indien u verdere wangedrag pleeg, kan hierdie skriftelike waarskuwing in ag geneem word by die bepaling van 'n ernstiger sanksie.

Die skriftelike waarskuwing sal in u persoonlike lêer geplaas word en sal van krag wees vir 'n tydperk van ses maande vanaf die datum van die skriftelike waarskuwing.

Indien u beswaar maak teen die waarskuwing of bykomstige inligting wil verskaf, kan u 'n skriftelike beswaar of bykomstige inligting voorlê, en dit sal saam met hierdie waarskuwing geliasseer word.

Die aard van die wangedrag is :

**HANDTEKENING VAN VERTEENWOORDIGER VAN WERKGEWER
DATUM :**

**HANDTEKENING VAN WERKNEMER
DATUM :**

**HANDTEKENING VAN GETUIE (indien van toepassing)
DATUM :**

VORM B [Tik op Skool se Briefhoof]

FINALE SKRIFTELIKE WAARSKUWING

Naam van werkgewer

Persal no

Persoonlike besonderhede van werknemer

Hierdie is 'n finale skriftelike waarskuwing ingevolge die tugprosedure. Indien u verdere [oortredings] wangedrag pleeg, kan dit lei tot die instel van formele tugstappe teen u.

Die finale skriftelike waarskuwing sal in u persoonlike lêer geplaas word en sal van krag wees vir 'n tydperk van ses maande vanaf die datum van die skriftelike waarskuwing.

Indien u dit verkies, kan u 'n skriftelike beswaar maak teen hierdie finale waarskuwing voorlê of bykomstige inligting verskaf en dit sal saam met hierdie finale waarskuwing geliasseer word.

Die aard van die wangedrag is :

HANDTEKENING VAN VERTEENWOORDIGER VAN WERKGEWER
DATUM :

HANDTEKENING VAN WERKNEMER
DATUM :

HANDTEKENING VAN GETUIE (indien van toepassing)
DATUM :



SKEDULE VAN OORTREDINGS : OPVOEDERS EN STAATSDIENSPERSONEEL

VOORGENOME OPTREDE					
DIE VOORGENOME OPTREDE MOET NIE AUTOMATIES IN WERKING GESTEL WORD NIE.					
AARD VAN OORTREDING	DIE AARD EN OMSTANDIGHED E VAN ELKE INDIVIDUELE GEVAL MOET IN AANMERKING GENEEM WORD VOORDAT DAAR TOT 'N BESLUIT GEKOM WORD.				
	DIE VOORGESTELDE KODES DIEN DUS SLEGS AS RIGLYN.				
	EERSTE OORTREDING	TWEDE OORTREDING	DERDE OORTREDING	VIERDE OORTREDING	VYFDE OORTREDING
KOMMENTAAR EN/OF BELEIDSRIGLYNE					
ERNSTIGE OORTREDINGS					
1. Misbruik van amptelike eiendom vir private doeleindes	Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			Met betrekking tot die eerste oortreding sal die gebruikelike dissiplinêre optrede bestaan uit 'n finale skriftelike waarskuwing. Die aard en omstandighede van die geval kan egter 'n dissiplinêre verhoor regverdig.
2. Slaap tydens werksure	Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-
3. Afwesigheid van die werkplek terwyl aan diens en sonder die verlof van die toesighouer	Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-
4. Bestuur van regeringsvoertuig of enige mobiele toerusting sonder magtiging	Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-

AARD VAN OORTREDING	VOORGENOME OPTREDE					KOMMENTAAR EN OF BELEIDSRIGLYNE
	DIE VOORGENOME OPTREDE MOET NIE OUTOMATIES IN WERKING GESTEL WORD NIE. DIE AARD EN OMSTANDIGHED VAN ELKE INDIVIDUELE GEVAL MOET IN AANWERKING GENEEM WORD VOORDAT DAAR TOT 'N BESLUIT GEKOM WORD. DIE VOORGESTELDE KODES DIEN DUS SLEGS AS RIGLYN.	EERSTE OORTREDING	TWEDE OORTREDING	DERDE OORTREDING	VIJFDE OORTREDING	
5 Misbruik van regeringsvoertuig of enige ander mobiele toerusting		Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			Met betrekking tot die eerste oortreding sal die gebruiklike optrede bestaan uit 'n finale skriftelike waarskuwing Die aard en omstandighede van die geval kan egter 'n dissiplinêre verhoor regverdig
6 Poging tot naamskending of naamskending van die WKOD		Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-
7 Growwe nalatigheid met ernstige of potensieel ernstige gevolge vir die WKOD, sy personeel of die publiek		Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-
8 Die openbaarmaking van vertroue inligting aan ongemagtigde persone. (Die openbaarmaking van vertroue inligting sal beteken ongeoorloofde aanbiedings, besprekings, persverklarings, publikasies en/of enige kommunikasie van watter aard ook al wat die PAWK en/of sy personeel in die verleentheid kan stel of kwaad kan aandoen)		Dissiplinêre verhoor of finale skriftelike waarskuwing	Dissiplinêre verhoor as finale skriftelike waarskuwing reeds uitgereik is			-do-

VOORGENOME OPTREDE						
DIE VOORGENOME OPTREDE MOET NIE AUTOMATIES IN WERKING GESTEL WORD NIE. DIE AARD EN OMSTANDIGHED VAN ELKE INDIVIDUELE GEVAL MOET IN AANMERKING GENEEM WORD VOORDAT DAAR TOT 'N BESLUIT GEKOM WORD. DIE VOORGESTELDE KODES DIEN DUS SLEGS AS RIGLYN.						
AARD VAN OORTREDING	EERSTE OORTREDING	TWEEDE OORTREDING	DERDE OORTREDING	VIERDE OORTREDING	VYFDE OORTREDING	KOMMENTAAR EN/OF BELEIDSRIGLYNE
9. Verlies van WKOD-eiendom of die eiendom van ander personele as gevolg van agtelosigheid	Mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-
10. Private aktiwiteite gedurende amptelike werksure	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor			
11. Die doen van private werk sonder die nodige skriftelike verlof	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor			Die aard en omstandighede van die saak kan egter 'n dissiplinêre verhoor regverdig.
12. Die oorsaak wees van ernstige ontwrigting in interpersoonlike verhoudings	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor			-do-
13. Ongemagligde en/of onaangekondigde afwesigheid behalwe as die werknemer 'n redelike en wettige verskoning daarvoor aanbied (die onus berus by die werknemer om sy afwesigheid te regverdig)	Mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-
14. Misbruik van amptelike telefone, selfone en faksmasjiene vir private doeleindes, sonder magtiging	Mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-

AARD VAN OORTREDING	VOORGENOME OPTREDE				
	DIE VOORGENOME OPTREDE MOET NIE OUTOMATIES IN WERKING GESTEL WORD NIE. DIE AARD EN OMSTANDIGHED VAN ELKE INDIVIDUELE GEVAL MOET IN AANMERKING GENEEM WORD VOORDAT DAAR TOT 'N BESLUIT GEKOM WORD. DIE VOORGESTELDE KODES DIEN DUS SLEGS AS RIGLYN.				
	EERSTE OORTREDING	TWEDE OORTREDING	DERDE OORTREDING	VIERDE OORTREDING	KOMMENTAAR EN/OF BELEIDSRIGLYNE
15 Misbruik van amptelike inligtingstechnologieapparaat soos tafel- of skootrekenaars en druktoestelle	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-
16 Flagrant verontagsaming van veiligheidsstandaarde	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-
MINDER ERNSTIGE OORTREDINGS					
1 Pligsversum of agtelosigheid, behalwe as sodange pligsversum of agtelosigheid weens die aard daarvan n ernstige misdryf uitmaak	Berading of mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor	Met betrekking tot die eerste oortreding sal die gebruiklike dissiplinêre optrede uit berading bestaan. Die aard en omstandighede van die geval kan egter 'n mondelinge waarskuwing regverdig
2 Swak lydhouding, bv. klok nie by vertrek uit nie, kom laat	Berading of mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor	-do-
3 Verontagsaming van veiligheidsmaatreels waar oortreding onbenullig is	Berading of mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor	-do-
4. Rook in 'n gebied waar dit verbode is	Berading of mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor	-do-

AARD VAN OORTREDING	VOORGENOME OPTREDE					
	DIE VOORGENOME OPTREDE MOET NIE OUTOMATIES IN WERKING GESTEL WORD NIE.					
	DIE AARD EN OMSTANDIGHED E VAN ELKE INDIVIDUELE GEVAL MOET IN AANMERKING GENEEM WORD VOORDAT DAAR TOT 'N BESLUIT GEKOM WORD.					
DIE VOORGESTELDE KODES DIEN DUS SLEGS AS RIGLYN.						
	EERSTE OORTREDING	TWEDE OORTREDING	DERDE OORTREDING	VIERDE OORTREDING	VYFDE OORTREDING	KOMMENTAAR EN/OF BELEIDSRIGLYNE
5 Dobbel op maatskappyterrein	Mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		-do-
6. Die pos en/of verspreiding, en/of uitstalling van kennisgewings, plakkaat, plakkers ens. op WKOD-terreine, of aanlokking van enige aard sonder die skriftelike verlof van die WKOD	Berading of mondelinge waarskuwing	Skriftelike waarskuwing	Finale skriftelike waarskuwing	Dissiplinêre verhoor		Met betrekking tot die eerste oortreding sal die gebruiklike dissiplinêre optrede bestaan uit berading. Die aard en omstandighede van die geval kan egter 'n mondelinge waarskuwing regverdig