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FOUNDERS ASSOCIATION

Effective Workplace Discipline: Step-by-step Guide, from Counselling to Dismissal

Full day workshop - 02 April 2020

Section 185 of the Labour Relations Act gives all employees the right not to be unfairly dismissed yet many employers still make fundamental mistakes when taking corrective action against their employees.

The key to successful workplace discipline starts with understanding the principles of progressive discipline, thorough and effective preparation for disciplinary enquiries and ensuring you know the procedural requirements to ensure fairness.

SAEFA, in association with Gordon Angus and Associates, is presenting a full day workshop that will take you, step-by-step, through the disciplinary process and guide employers through the legislative requirements of the Labour Relations Act.

Course Content

Module 1: Fair and effective discipline

1. Management's disciplinary authority
2. The role of discipline
3. Employer and employee duties to a company
4. Disciplinary rules and standards
5. Sanctions
6. Disciplinary procedures
7. Issuing of warnings

Module 2: Dismissal and the Labour Relations Act: Code of Good Practice – Dismissal

1. What is a 'dismissal'?
2. Fair reasons (substantive fairness)



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3. Fair procedure (procedural fairness)
4. Onus
5. Unfair dismissal, automatically unfair dismissal and remedies for both

Module 3: How to conduct a fair disciplinary enquiry

1. Requirements of a fair hearing
2. Preliminary investigation to collect evidence
3. Notification
4. Formulating the charge
5. Employee rights
6. Using checklists as a tool
7. How to conduct a disciplinary enquiry – the process
8. The key roles and characteristics of participants at a disciplinary enquiry
9. Closing statements
10. Verdict
11. Mitigation and aggravation
12. Penalty
13. Testing fairness
14. Appeal procedure
15. Fair enquiry guidelines and consequences of unfairness

Module 4: Practical guidance on dealing with common disciplinary problems in the workplace

1. Absenteeism and poor timekeeping
2. Sick leave abuse
3. Theft/unauthorised use or removal of company property
4. Insubordination/refusal to carry out lawful and reasonable work instructions
5. Assault
6. Intoxication

Presenters

The course will be facilitated by Gordon Angus and Chloe Hoffmann. Gordon has 16 years' experience in industrial relations and has trained and guided many companies on the



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implementation of effective discipline. Chloe received her Bachelor of Arts degree and LLB with distinction from Rhodes University and, thereafter, went on to complete a Master's of Law degree at Wits University, which she received *Cum Laude* in 2016. During her studies, she received numerous awards, including the Shirley Ritchie Award for best female student entering the final LLB year, the Brian Peckham Memorial Prize as the best student in Environmental Law, the Phatshoane Henney Incorporated medal awarded for obtaining an LLB degree with distinction, and the Rhodes Investec Top 100 for academic excellence. Chloe completed her articles at the Wits Law Clinic, where she worked closely with labour attorneys and gained invaluable experience in labour law and representing clients in labour disputes.

Who should attend?

- HR Managers
- Persons involved with the day to day activities of HR
- Line Managers
- Managers responsible for personnel discipline
- Shop Stewards

Course outcome

- After completion of the workshop participants will have a clear understanding of the disciplinary process, how to prepare for a disciplinary hearing, how to chair a disciplinary hearing and should be able to reach a decision by taking all circumstances into consideration.

Date and Venue

Thursday, 02 April 2020

Birchwood Hotel & OR Tambo Conference Centre, Viewpoint Street, Boksburg.

Times

08h00	Registration, tea and coffee
08h30	Start



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10h30	Tea break
12h30	Lunch
15h00	Afternoon tea break
16h30	Finish

Fee per delegate (Ex VAT)

R2 900	Members
R3 600	Non-members

Price includes course material and catering/refreshments

Safe and secure parking

For more information and/or bookings, contact:

Gordon or Charlene
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gordon@saefa.co.za
charlene@saefa.co.za



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To make a booking, please complete the table below and email to gordon@saefa.co.za or charlene@saefa.co.za

Name:	Company:	Contact Number	Email Address:
Company Addresses (Postal and physical):			
1.			
2.			
VAT Number:			
Special dietary requirements (please specify):			
Names of Delegates:			
1.		2.	
3.		4.	
5.		6.	
Are you a SAEFA Member?		Yes	No