



Disciplinary Process

ADVISORY WARNING

All observations from store visits, discussions on observations with merchandisers, trade auditor feedback on merchandisers, attendance, punctuality etc are to followed-up with an email

1

FIRST WRITTEN WARNING

Further infractions or similar infractions from the advisory or an issue, based on its severity, skips the advisory step.

2

SECOND WRITTEN WARNING

Further infractions or similar infractions from the First Written Warning, or an issue, based on its severity.

3

FIRST HEARING

Further infractions or similar infractions from the Final Written Warning or an issue, based on its severity, skips the previous steps. These infractions are outlined in the Employee Handbook.

4

FIRST HEARING REQUIREMENTS

1. Enquiry Letter - 48 hours response time
2. Hearing Letter - Meeting for specified date and time.
Employee allowed a witness
3. Outcome Letter -
4. Suspension with/without pay, Expectation Letter with PIP or Termination

5

SECOND HEARING

Further infractions after suspension, PIP REPEAT STEP 4.

6