

## **SOCIAL CLUB DISCIPLINARY CODE AND PROCEDURES**

1.

### **PREAMBLE**

- 1.1 The social club undertakes to maintain disciplinary procedures that are fair, just and equitable for all its members, irrespective of race, creed, sex, and religion.
- 1.2 The main purpose of the disciplinary code is to set down guidelines in applying discipline, where possible, in order to correct wayward behaviour by any member.

2.

### **OUR PRINCIPLES:**

- 2.1 The social club will strive to:
- 2.1.1 Maintain fair, just and consistent application of discipline amongst its members;
- 2.1.2 Ensure that all members are made aware of all standards / rules, as well as what is expected of them in general.

3.

### **MEMBER OBLIGATIONS:**

- 3.1 You are expected to *inter alia*:
- 3.1.1 Comply with the social club's rules, conditions, policies, procedures and the terms of the constitution;
- 3.1.2 Comply with the legislation of the Republic of South Africa;

- 3.1.3 Behave in an orderly and lawful manner;
- 3.1.4 Treat the social club's as well as any of the social club's members, property with due care and respect and not use said property for your own benefit to the detriment of the social club or its client's;
- 3.1.5 Treat other members and their property with respect;
- 3.1.6 Not to victimise, harass or intimidate any other staff or members;

#### 4.

#### **GENERAL:**

- 4.1 This disciplinary code forms part of the terms and conditions of the club constitution;
- 4.2 The social club is entitled to suspend your membership pending an investigation into any alleged breach of the disciplinary code.
- 4.3 Warnings to members are cumulative only if the warnings issued are for the same or similar group of offences;
- 4.4 At the sole discretion of club committee, with your agreement, the decision to terminate your membership may be reduced to a period of suspension or any other measure where factors are deemed to exist which warrants such reduction. In such cases the you will be requested to accept this alternative and should you refuse to do so the original decision to terminate membership will be upheld;

#### 5.

#### **NATURE OF DISCIPLINARY ACTION**

- 5.1 **Informal**

5.1.1 A verbal warning may be administered by the club committee and said warning will be recorded on your personnel profile.

## **5.2 Formal**

5.2.1 In dealing with more serious or repeated cases of a breach of discipline, the club committee may initiate:

- (a) A written or final written warning;
- (b) A formal disciplinary inquiry, which will be conducted by a chairperson who will decide on the merits of the matter, as well as an appropriate penalty.

## **5.3 Disciplinary Steps**

5.3.1 Disciplinary steps shall be initiated as soon as possible after it is discovered that a member is alleged to have breached the disciplinary code.

## **6.**

### **VALIDITY OF DISCIPLINARY ACTION**

6.1 A First Written Warning shall remain effective for a period of six months;

6.2 A Final Written Warning shall remain effective for a period of twelve months;

## **7**

### **TYPES OF DISCIPLINARY ACTION**

#### **7.1 Warnings**

7.1.1 Warnings shall serve to inform, instruct and coach members in correcting or improving deviant behaviour.

## **7.2 Formal Disciplinary Enquiries**

7.2.1 A formal disciplinary inquiry may be held where the breach is one of gross misconduct or where the breach is such that termination of membership may be considered as an appropriate sanction in the event that the member is found guilty of the alleged conduct.

## **7.3 APPEAL PROCEDURE**

7.3.1 An member has the right to appeal on the prescribed form and within three working days against the findings of any disciplinary inquiry outcome or warning issued, under the following circumstances:

- (a) If he/she is of the opinion that the decision is unfair and / or the punishment is not proportionate with the offence;
- (b) If new evidence or witnesses are available which may materially influence the decision of the hearing or inquiry;
- (c) If the disciplinary procedures were not adhered to.

7.3.2 An member may lodge an appeal within 7 calendar days after he/she was notified of the decision. If the member is absent from the hearing and he/she has not received the charge sheet or has a valid excuse, then the matter should be postponed; and he/she should be notified of another date on which to attend. Should the member again fail to attend, the hearing or inquiry may proceed in his/her absence;

7.3.3 The possibility of misconduct resulting in criminal charges being filed against a member does not prevent the social club from holding a disciplinary hearing or inquiry in accordance with its procedures. It is preferable for such a hearing or inquiry to be concluded prior to the filing of criminal charges.

8.

**GRIEVANCE PROCEDURE**

- 8.1 The first step in raising a grievance is for the member to discuss the matter with a club committee official within two (2) days of the incident occurring;
- 8.2 If the member elects to proceed with his/her grievance he/she must record the relevant details on the prescribed grievance form.
- 8.3 The grievance will be investigated by a facilitator and a resolution will be sought;
- 8.4 The Facilitator's decision on the grievance will be recorded on the grievance form, which shall be deemed final.
- 8.5 Should the member not be satisfied with the committees' decision, the member may refer the matter to any forum which has jurisdiction.

9.

**CONCLUSION:**

- 9.1 All members should take note of the aforementioned disciplinary code should they have any questions in terms of the club's disciplinary procedures. Furthermore this disciplinary code must be read in conjunction with the offences penalty chart as if the two documents were incorporated into one another.

Kind regards

**The Club Committee**