

aTelephone: 796450/60
Telegrams: "SECLAB"
Private
Bag 7707/7750,
Causeway



ZIMBABWE

MINISTRY OF PUBLIC SERVICE,
LABOUR AND SOCIAL WELFARE
Compensation House
Cnr Fourth Street and Central Avenue
HARARE

FORM ECC2

CERTIFICATE NO: 883

LABOUR ACT, [CHAPTER 28:01]

REGISTRATION CERTIFICATE

This is to certify, in terms of Section 3 of the Labour Relations (Employment Codes of Conduct) Regulations, 1990, that I have registered the following ~~Employment Code of Conduct/~~ an amendment to the following Employment code of conduct

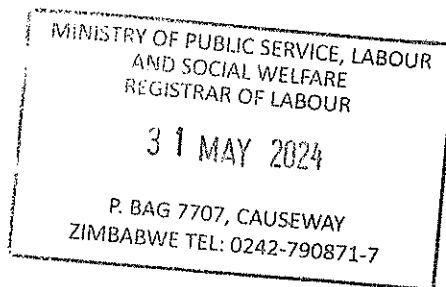
WELFARE AND EDUCATIONAL INSTITUTIONS

.....
BOX CY 2373 CAUSEWAY 16 CRIGHTON ROAD

.....
HARARE

.....
and that I have endorsed the ~~Code/~~Amendment with my signature.

DATE: 31 MAY 2024



S. Gweshe
S. Gweshe

.....
A/Registrar of Labour

*Delete inapplicable

Employment Code of Conduct: Welfare and Educational Institutions

It is hereby notified that the Collective Bargaining Agreement set out in the Schedule has been registered in terms of section 79 of the Labour Act [Chapter 28:01]

SCHEDULE

Employment Code of Conduct: Welfare and Educational Institutions

Made and entered into in accordance with the provisions of the Labour Act [Chapter 28:01] between the Welfare and Educational Institutions Employers Association (the “employer organization”) of the one part and the Zimbabwe Educational Scientific Social and Cultural Workers Union (the “Trade Union”) of the other part, being parties to the National Employment Council for Welfare and Educational Institutions in Zimbabwe.

INTRODUCTION

GOOD INDUSTRIAL RELATIONS MANAGEMENT requires the maintenance of discipline, the promotion of workplace stability, job security and the fair and equal treatment of all employees. Employers and employees should aim to create a good organisational climate which allows all employees to meet their aspirations and needs in the process of achieving organisational objectives.

1. TITLE AND APPLICATION

- 1.1 This Code (“the code” herein) is the sole Code of Conduct for the National Employment Council for Welfare and Educational Institutions in Zimbabwe. Works Council Codes shall first be submitted to the NEC for approval and for the avoidance of doubt; all works council codes not approved by the NEC shall not be recognised as binding documents.
- 1.2 The Code forms an integral part of the contracts of employment of employers and employees.
- 1.3 The Code shall apply to all non-managerial employees, probation, fixed term contract and open term contract and shall be implemented without exception.

1 AIMS AND OBJECTIVES OF THE CODE

- 1.2 The purpose of the Code is not solely to punish employees but to encourage disciplined conduct amongst all employees, which is to the advantage and safety of each individual as well as the promotion of productivity. In this respect, discipline shall primarily be for the advancement of progressive penalties that mould, strengthen and perfect relations and behaviour at the workplace. Unless the severity of the case demands otherwise, punitive action shall be taken only after corrective action has proved ineffective.

The Code therefore aims:

- 1.3 To set standards of conduct at the workplace and to maintain discipline.
- 1.4 To provide for peaceful and orderly conduct of labour relations through clear rules and procedures.
- 1.5 To enhance prevention and management of conflict through a framework of transparency, fairness, openness and consistency.
- 1.6 To provide for prompt settlement of grievances and disputes.

- 1.7 To promote industrial tranquillity and consequently increase productivity.



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1.8 To provide for the rights and duties of management and employees and their representatives.

1.9 To establish conducive structures for the fulfilment of objectives connected with or incidental to the foregoing.

2 DEFINITIONS

3.1.1 Words defined in the Labour Act (Chapter 28.01) unless otherwise further defined herein shall have the same meaning as defined in the Act.

3.1.2 Words purporting the masculine shall include the feminine, unless inconsistent with the context.

3.2 **Abusive language:** means the uttering of any abuse, inciting hate, ridicule or contempt towards any person or group on grounds of race, tribe, religion, political affiliation or gender.

3.3 **Abuse of beneficiary:** means treating a beneficiary unfairly.

3.4 **Assault:** means the unlawful and intentional application of force directly or indirectly to another person or threatening another with immediate personal violence.

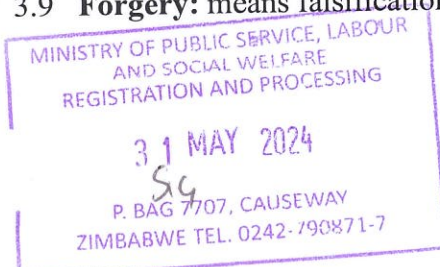
3.5 **Bribery and corruption:** means the unlawful and intentional giving or accepting of any reward or consideration as inducement to any person in return for favours.

3.6 **Carelessness:** means the performance of a task or duty without the exercise of due care and attention.

3.7 **Disciplinary authority:** means an individual/panel who has been tasked with hearing and determining a matter in instances where a disciplinary committee cannot be constituted.

3.8 **Extenuating circumstances:** means situations or events that are exceptional different to what you have to do in your usual day to day life.

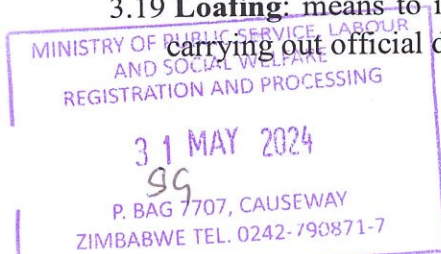
3.9 **Forgery:** means falsification and alteration of any document with intent to misrepresent.



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- 3.10 **Fraud/Embezzlement:** means unlawful intentional making of a misrepresentation or the falsification or attempt to falsify documents, which causes actual or potential prejudice to the employer.
- 3.11 **Gross incompetence:** means a serious lack of ability, knowledge or professional skill to perform one's duties in an expected standard.
- 3.12 **Inciting:** means the active encouragement, instigation or command to other people towards unacceptable behaviour.
- 3.10 **Intoxication:** means the impairment of judgement or improper conduct influenced by alcohol or any habit forming substances.
- 3.11 **Negligence:** means failure to exercise proper reasonable care in regard to the manner of discharging duty to the extent that tasks have to be repeated or equipment or persons and organisations are at risk of damage, injury and other liability including financial prejudice.
- 3.12 **Sabotage:** means any deliberate act by an employee which interferes with the normal operations of the employer and includes the damaging of any plant, machinery or equipment or the interruption of any supplies of power, water, fuel merchandise or service necessary for the business.
- 3.13 **Sexual Harassment:** means behaviour that abuses, denigrates, ridicules or offends another employee because of his/her sex. It includes but is not limited to unwelcome sexual advances, contacts, comments or required sexual favours and other verbal or non verbal physical harassment of a sexual nature in the workplace.
- 3.14 **Wilful damage:** means any act whereby an employee deliberately damage or allows the employer's property to be damaged.
- 3.15 **Indecent conduct:** means conduct which is immoral and offensive or is likely to offend others.
- 3.16 **Insolence/incivility:** means conduct that is rude, disrespectful and insulting to others.
- 3.17 **Institution incapacitated to constitute a disciplinary committee:** is an institution where there is no Worker's Committee or where there are no managers to form a quorum.
- 3.18 **Gambling/usury:** means unauthorised betting and /or lending of money to other employees above prescribed rates or interest.
- 3.19 **Loafing:** means to idle away time by aimless wandering or loitering at the expense of carrying out official duties.



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3.20 **Lawful order:** means an order given by any person in authority which is reasonable and conforms to all legal requirements of the law.

3.21 **Improper Association:** means having an inappropriate relationship with a school child or a client.

3.22 **Wilful disobedience:** means disobeying an order given by any person in authority without any justifiable or reasonable grounds

4 GENERAL

4.1 The penalties to be imposed for each offence are as specified. However, the Disciplinary Committee/Authority may apply a lesser penalty as may be considered appropriate taking into consideration the surrounding circumstances.

4.2 The Code does not purport to cover all eventualities, and it follows that where offences are not expressly covered, the code shall be interpreted through use of discretion and applied in the spirit of general intentions as outlined in the objectives.

4.3 Any penalty already in force may be taken into account in determining the penalty for a subsequent offence.

4.4 Where an employee commits an offence which warrants a written warning whilst a final written warning for a similar offence is still in force, he shall be liable to dismissal upon conviction.

4.5 Any period laid down for making decisions or noting appeals shall be extended by Saturday, Sunday or Public Holiday falling within that period.

4.6 If sufficient reasons exist to prevent an appeal being noted in due time, the Appellant can apply for condonation and extension of time within which to file an appeal to the NEC Designated Agent.

4.7 In any disciplinary procedures, any employee shall be entitled to be represented by a workers committee member, fellow employee, registered Trade Union official or a legal practitioner provided that no managerial employee shall represent a non-manegerial employee and vice-versa.



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4.8 All processes to be served shall be so served on relevant forms as indicated in the 5th schedule.

5. A DUTIES AND RIGHTS OF EMPLOYERS

In terms of the Code of Conduct the employer shall have the following principal rights and duties:-

1. To manage and conduct business effectively.
2. To set standards of performance and conduct.
3. To administer discipline and ensure that grievances are resolved according to the accepted procedures.
4. To maintain, jointly with the employees representatives effective arrangement for negotiation, consultation and communication, and for settling grievances and labour disputes.
5. To ensure that the responsibilities of employees are clearly defined in the industry.
6. To abide by the terms and conditions of Collective Bargaining Agreements and act in good faith in the relationship with employees.

5. B DUTIES AND RIGHTS OF EMPLOYEES

In terms of this Code of Conduct, the employee shall have following principal rights and duties:-

1. To develop, jointly with employers, effective procedures in the industry for the negotiation of terms and conditions of employment, and peaceful settlement of grievances and disputes.
2. To understand the standards of performance and conduct expected of them in the industry.
3. To be treated fairly, transparently and consistently in the exercising of discipline and resolution of grievances.

4. To appeal against any harsh or unjustified disciplinary action by the employer.



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5. To abide by the terms and conditions of Collective Bargaining Agreements and act in good faith in their dealings with the employer.

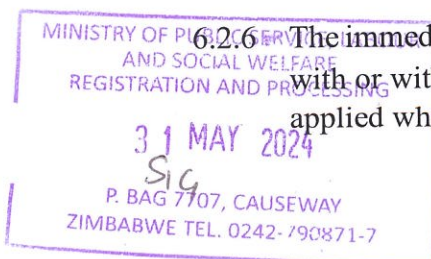
6. DISCIPLINARY PROCEDURE

PROCEDURE

Schedule 1 offences (Verbal Warning)

- 6.1 If a worker is involved in a minor misdemeanour or if his work is not satisfactory, a verbal warning will be issued by his immediate supervisor in the presence of a worker's committee representative or another member of staff if the representative is not available. The verbal warning is to be recorded.
- 6.2 Schedule 2, 3 and 4 offences.
- 6.2.1 If it is alleged or suspected on reasonable grounds that an employee has committed an offence warranting a written warning, final warning or dismissal, the immediate supervisor shall forthwith carry out investigations to ascertain when, where and under what circumstances the offence was allegedly committed.
- 6.2.2 The immediate supervisor shall take statements from potential witnesses and make copies of all documentary evidence that may be required as evidence by the disciplinary committee.
- 6.2.3 The immediate supervisor shall collate the evidence and prepare a draft charge sheet setting out the offence against the employee.
- 6.2.4 The immediate supervisor shall serve the respective employee with a copy of the charge and call upon him to state the nature of his defence in writing 3 days from the date of receipt of the charges.
- 6.2.5 The employee shall submit his defence to the immediate supervisor who shall immediately submit the charge, evidence and the employee's response to the disciplinary committee.

6.2.6 The immediate supervisor may proceed with suspending the respective employee with or without pay provided that suspension with or without pay shall only be applied where the alleged acts of misconduct attracts the penalty of dismissal.



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- 6.2.7 The immediate supervisor shall proceed to refer the matter to the disciplinary committee or disciplinary authority as the case may be.
- 6.2.8 In the absence of the immediate supervisor or where the immediate supervisor is conflicted, the same or the next level of supervision can initiate the disciplinary proceedings.

7. DISCIPLINARY COMMITTEE

- 7.1 There shall be established a Disciplinary Committee for each workplace (Committee hereinafter) composed of
- i. Three members from management
 - ii. Three members from the workers committee.
 - iii. The quorum for disciplinary committee shall be two members from either side.
- 7.2 Management shall provide a chairperson who is drawn from the management of the establishment who shall not be part of the disciplinary committee and shall exercise neutrality in the proceedings. In the event of equality of votes, the Chairperson shall exercise a casting vote.
- 7.3 The accused employee shall be entitled to representation by any person of their choice including a workers committee member, fellow employee, registered Trade Union official or a legal practitioner provided that no managerial employee shall represent a non-managerial employee and vice-versa.
- 7.4 The Committee shall observe the principles of natural justice i.e the right to be heard, right to appear in person, right to be notified in time, right to call witnesses, right to representation among other rights.
- 7.5 The Committee shall prepare and maintain a proper written record of the proceedings.
- 7.6 Upon receipt of the charge, evidence and employee's response, the disciplinary committee shall within fourteen working days determine the case.



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8. DISCIPLINARY AUTHORITY

- 8.1 Where the Institution is incapacitated because of the size of the establishment or where there is no Workers Committee or where all workers committee members are involved in the alleged misconduct, there shall be a Disciplinary Authority to administer disciplinary proceedings.
- 8.2 Where the institution has other managers on its establishment no outsider shall be engaged to chair the disciplinary authority. Where the managers are conflicted or involved in the case, the Institution can appoint an outsider.

9. VERDICT

- 9.1 The Disciplinary Committee/Authority shall come up with a verdict.
- 9.2 The chairperson of the disciplinary committee shall pronounce the verdict.
- 9.3 If the employee is found not guilty, the acquittal shall be recorded and reflected in the employee's file.
- 9.3.1 If the employee is found guilty, the Chairperson shall be required to state the facts upon which the verdict is based and record the same.
- 9.3.2 In coming up with a penalty the disciplinary committee or the Disciplinary Authority shall consider the following:-
- a. Mitigating circumstances.
 - b. Aggravating circumstances.
 - c. Valid employee's previous disciplinary record.
- 9.3.3 The employee shall be given the record of proceedings together with the penalty in writing within fourteen working days and this shall be reflected in the employee's file.
- 9.4 The accused is accorded the right to appeal.



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10. APPEALS

- 10.1 Appeal against the decision of the Disciplinary Committee/Authority in terms of clause 6.2.6 shall lie to an Appeals Authority being the Head of the Institution or Organization or a person designated by the Head of the Organization.
- 10.1.1 Provided that the Authority entertaining the appeal was not involved in the initial disciplinary hearing at the workplace. If the Chief Executive Officer was involved in the disciplinary hearing then the appeal shall be in terms of clause 10.4.
- 10.2 An aggrieved party noting an appeal shall do so within 10 working days of receipt of the determination.
- 10.3 Upon receipt of the appeal the person entertaining the appeal shall within 10 working days of receipt of the appeal determine the matter and advise the appellant of the results. The appeal may, unless either party requests otherwise, be determined on papers.
- 10.3.1 Provided that if the appeal is not determined within the time prescribed in terms of clause 10.3, the aggrieved party has a right to appeal to the NEC for Welfare and Educational Institutions Designated Agent.
- 10.4 An appeal against the decision of the Appeals Authority shall lie with the NEC for Welfare and Educational Institutions Designated Agent who may redress the appeal in terms of Section 63(3a) of the Labour Act or, if agreed by the parties, refer it to arbitration in terms of Section 93(1) of the Labour Act.
- 10.5 A party noting an appeal in terms of Clause 10.4 above shall submit a hard/soft copy of the proceedings to the Designated Agent together with the grounds of appeal within 10 working days of having been notified of the decision of the Appeals Authority.
- 10.5.1 The grounds of appeal shall also be submitted to the other party within the 10 working days as they are submitted to the Designated Agent.
- 10.6 Unless considered otherwise by either party, the Designated Agent will consider the appeal on the papers and will advise the parties concerned of the decision regarding the appeal in writing, not later than 30 days from the date of receipt of the appeal.
- 10.7 A party aggrieved by a decision of the Designated Agent made in terms of clause 10.6 may appeal to the Labour Court within 21 working days of receipt of the decision.



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11. GRIEVANCE PROCEDURE

Definitions:

- 11.1 A “grievance” is a complaint or dissatisfaction by an employee or employees about a particular condition or about general conditions of employment including any particular behaviour on the part of management or fellow employees.

The action is initiated by the employee because he is dissatisfied with something which is within management’s powers to redress.

- 11.2 All employees have a right to seek redress for grievance relating to their employment.
- 11.3 A grievance must be redressed as expeditiously as possible. In redressing the grievance the employee must be afforded an opportunity to state his grievance and all the principles of natural justice must be observed.

12. Stage 1

Informal complaints

- 12.1 The employee must first discuss the nature of the grievance with his immediate supervisor.
- 12.2 In the event that the employee wants to complain about his immediate supervisor he must approach the next level of supervision directly.

The Supervisor shall within 2 working days of receipt of the matter resolve the grievance.

- 12.3 If the grievance is resolved at this level, the corrective action agreed shall be recorded and implemented.

13. Stage 2

Failure to resolve the grievance within 2 days

- 13.1 The employee shall complete a grievance form obtained from the Human Resources or Administration department and submit it to the Manager to whom the Supervisor reports.



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- 13.2 The Manager shall resolve the grievance within 2 working days of having received the form.
- 13.3 If the grievance is resolved, the details of the solution shall be recorded on the grievance form. The employee and the Manager shall sign the form.

Stage 3

- 13.4 If the grievance has not be resolved within the stipulated time, it is deemed to be a dispute and the aggrieved employee can refer the dispute to NEC in terms of section 63 or 93 of the Labour Act [Chapter 28:01].

14. Grievance Procedure for Group of Employees

- 14.1 If a group of employees has a grievance it must elect two employees to act on its behalf.
- 14.2 The grievance procedures outlined in clause 11 and 12 shall **mutatis mutandis** apply to grievances referred to in clause 14.1.

SCHEDULE OF OFFENCES

For the purposes of the code, the offences have been broken down into four major schedules:

1. Offences which warrant verbal warning.
2. Offences which warrant first written warning.
3. Offences which warrant final written warning.
4. Offences which warrant dismissal.



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SCHEDULE 1: MINOR OFFENCES

OFFENCES AND PENALTIES

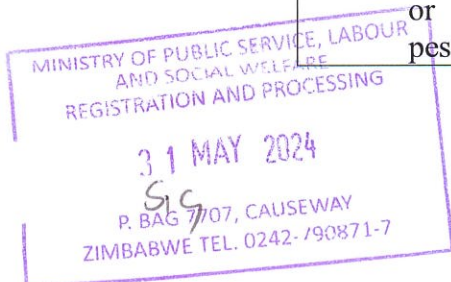
MISCONDUCT	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
1. Excessive use of the telephone for personal calls	Verbal warning	Written warning	Final written warning	Dismissal
2. Failure to adhere to prescribed tea or lunch breaks	Verbal warning	Written warning	Final written warning	Dismissal
3. Leaving the workplace before closing time	Verbal warning	Written warning	Final written warning	Dismissal
4. Minor breaks of security regulations	Verbal warning	Written warning	Final written warning	Dismissal
5. Performance of duty without due care and attention	Verbal warning	Written warning	Final written warning	Dismissal
6. Reporting late for work	Verbal warning	Written warning	Final written warning	Dismissal
7. Smoking at undesignated area	Verbal warning	Written warning	Final written warning	Dismissal
8. Wearing company regalia at a political rally	Verbal warning	Written warning	Final written warning	Dismissal



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SCHEDULE 2: SERIOUS OFFENCES

MISCONDUCT	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
1. Absence from work without permission or reasonable excuse for one day	Written warning	Final written warning	Dismissal
2. Concealing one's defective work	Written warning	Final written warning	Dismissal
3. Conducting private business during normal working hours	Written warning	Final written warning	Dismissal
4. Engaging in conduct detrimental to the smooth operation of the employer's business	Written warning	Final written warning	Dismissal
5. Habitual unauthorised extensions of breaks during working hours	Written warning	Final written warning	Dismissal
6. Habitually leaving work early	Written warning	Final written warning	Dismissal
7. Habitually reporting late for work	Written warning	Final written warning	Dismissal
8. Incompetence in the performance one's duties	Written warning	Final written warning	Dismissal
9. Loafing	Written warning	Final written warning	Dismissal
10. Negligent loss of or damage to the employer's property where the damage value is minor	Written warning	Final written warning	Dismissal
11. Not adhering to safety regulations, e.g respect of curfew, driving speeds etc	Written warning	Final written warning	Dismissal
12. Sleeping during working hours	Written warning	Final written warning	Dismissal
13. Threatening violence, witchcraft or supernatural pestilence	Written warning	Final written warning	Dismissal



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SCHEDULE 3: VERY SERIOUS OFFENCES

MISCONDUCT	FIRST OFFENCE	SECOND OFFENCE
1. Absence from work for more than 2 and not more than 4 days without reasonable excuse	Final written warning	Dismissal
2. Abusive language (in extenuating circumstances).	Final written warning	Dismissal
3. Discrimination based on sex, religion, politics, tribal grounds	Final written warning	Dismissal
4. Disrespect or insolence by words or actions shown by a subordinate or incivility to other employees or customers	Final written warning	Dismissal
5. Driving off route	Final written warning	Dismissal
6. Failure to report loss of or damage to employer's property	Final written warning	Dismissal
7. Indecent conduct	Final written warning	Dismissal
8. Misuse of the employer's property	Final written warning	Dismissal
9. Negligent loss of or damage to the employer's property where damage is serious	Final written warning	Dismissal
10. Sexual harassment, where there are extenuating circumstances	Final written warning	Dismissal
11. Unauthorised carrying of passengers	Final written warning	Dismissal
12. Wilful damage or serious neglect of the employer's property	Final written warning	Dismissal
13. Any act of misconduct or omission, inconsistent with the fulfilment of the express or implied conditions of contract of employment	Final written warning	Dismissal



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SCHEDULE 4: GROSS MISCONDUCT

MISCONDUCT	FIRST OFFENCE
1. Absence from work for 5 or more consecutive working days without authority or reasonable excuse	Dismissal
2. Abuse of beneficiaries	Dismissal
3. Abuse of items intended for beneficiaries	Dismissal
4. Abusive language	Dismissal
5. Actual or attempted theft, embezzlement, fraud or bribery	Dismissal
6. Committing an offence in either schedule 2 or 3 whilst a final written warning is still in force	Dismissal
7. Consumption of intoxicating liquor or habit forming drugs during working hours	Dismissal
8. Conviction for any offence where a fine is not paid which results in an effective term of imprisonment	Dismissal
9. Conviction for any offence where imprisonment without the option of a fine is imposed	Dismissal
10. Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing	Dismissal
11. Failing or refusing to wear uniforms or protective clothing where such uniforms or protective clothing are a requirement and have been supplied	Dismissal
12. Falsification or fraudulent alteration of any document	Dismissal
13. Fighting or assault whilst on duty	Dismissal
14. Gambling or usury on the employer's premises	Dismissal
15. Gross incompetence in the performance of duties	Dismissal
16. Gross negligence in the performance of duties	Dismissal
17. Inciting, encouraging or recommending unlawful collective job action	Dismissal
18. Intoxication	Dismissal
19. Lack of skill which the employee expressly or impliedly holds himself out to possess	Dismissal
20. Negligent loss of or damage to the employer's property, when the damage is very serious	Dismissal
21. Sabotage	Dismissal
22. Sexual harassment (where there are no extenuating circumstances)	Dismissal
23. Supplying false information or knowingly omitting relevant information in an application for employment or when undergoing medical examination	Dismissal
24. Unauthorised driving of vehicles	Dismissal
25. Unlawful disclosure of any information where such disclosure is detrimental to the interests of the employer's business	Dismissal

MINISTRY OF PUBLIC SERVICE, LABOUR AND SOCIAL WELFARE
REGISTRATION AND PROCESSING
31 MAY 2024
P. BAG 7707, CAUSEWAY
ZIMBABWE TEL. 0242-790871-7

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26. Wilful and unlawful destruction of the employer's property	Dismissal
27. Wilful disobedience to a lawful order given by any person in authority	Dismissal
28. Improper association	Dismissal
29. Administering corporal punishment to school children	Dismissal

VALIDITY OF PENALTIES

WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL
6 months	12 months	

MINISTRY OF PUBLIC SERVICE, LABOUR
AND SOCIAL WELFARE
REGISTRATION AND PROCESSING

31 MAY 2024

Sig
P. BAG 707, CAUSEWAY
ZIMBABWE TEL. 0242-790871-7

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SCHEDULE 5

FORMS

NEC Welfare and Educational Institutions

Form 1

NOTIFICATION OF INVESTIGATION

TO:.....
(Name of employee)

FROM:.....
(Name and designation of employer representative)

You are hereby notified that it is alleged that on (date)
you committed the following misconduct in breach of the Code of Conduct:

.....
.....
.....
.....
.....

(briefly state facts of the alleged offence)

Would you please provide your response to the allegations on the attached form

By..... latest.
(time)

This notification was served by.....
(Name)

Date: Signature:

In the presence of
(Name)

Date: Signature:

And received by the employee

Date: Signature:



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EMPLOYEE'S RESPONSE TO ALLEGATIONS

TO:
(Name and designation of employer representative)

FROM:
(Name of employee)

1. I acknowledge receipt of the notification of investigation form date

.....
(date)

2. I hereby respond to the allegations contained therein as follows:-

.....
.....
.....
.....
.....

(you may attach an annexure)

3. The persons listed below are my witnesses

- i.
- ii.
- iii.

4. (a) Signed.....
(Employee)

(b) Received.....
(Employer representative)

(c) Witnessed.....



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CHARGE SHEET

TO:.....

(Name of employee)

FROM:.....

(Name and designation of employer representative)

DATE:.....

REF: NOTIFICATION OF MISCONDUCT CHARGE

Following investigations that were carried out on(date) you are hereby charged in terms of schedule

.....
.....
.....

of the National Employment Council for Welfare and Educational Institutions
Code of Conduct that is

.....
.....
.....

..... (you may attach an annexure)

You are therefore suspended without salary and benefits pending a disciplinary hearing. You will be notified of the date and place of the hearing.

MINISTRY OF PUBLIC SERVICE, LABOUR AND SOCIAL WELFARE
REGISTRATION AND PROCESSING
31 MAY 2024
P. BAG 7707, CAUSEWAY
ZIMBABWE TEL. 0242-790871-7

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[Signature]

NOTICE TO ATTEND A DISCIPLINARY HEARING

FROM: Administration department DATE:

TO: WORKS No:

DESIGNATION: DEPARTMENT:

Notice is hereby given to you to attend a disciplinary hearing as specified below:

TIME:

DATE:

VENUE:

REASON(S) FOR THE HEARING

.....
.....
.....
.....
.....
.....
.....
.....
.....

(you may attach an annexure)

N.B. You are entitled to representation by any person of your choice including a trade union representative, workers committee and a legal practitioner at the hearing if required. It is your duty to arrange for the representation and it shall be at your own cost.

NOTICE SERVED BY: NAME:

SIGNATURE:

DATE:



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DETERMINATION OF DISCIPLINARY HEARING PROCEEDINGS

TO:

FROM:

DATE:

Following the disciplinary hearing held onthe disciplinary committee found you (tick applicable)

Not guilty

Guilty

Of the following offense:-

.....
.....
.....

Reason for decision:

.....
.....
.....
.....

(you may attach an annexure)

According to the Code, it is within your right to make a formal appeal within 5 (five) working days of receiving this letter to the Appeals Authority.

Yours faithfully

Chairperson: Disciplinary Hearing Committee

.....

NOTIFICATION ACKNOWLEDGED BY:

Full name:

Signature:

Date:



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WARNING FORM

To be used in cases where it is deemed necessary to record a warning. The employee must be informed of the category of the warning, and it will be filed in his record of service in the personnel department.

(Mark appropriate block with an "x")

Verbal warning

Written warning

Final written warning

Employer's name..... Works No.....

a) Reason for warning

.....
.....
.....
.....

(you may attach an annexure)

Department Head/Manager's signatureDate

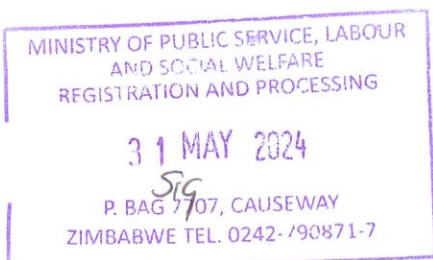
b) Acknowledge by employee that he/she understands the contents and implications of the warning.

Employee's signature:

Note: - This warning will be held on record of service file for a period of three/six/twelve months, after which it will be removed and destroyed.

Distribution: Original to employee

Copy to Human Resources Department



F. S.
Z. W. M.
22
[Signature]

APPEAL FORM

TO:

FROM:

I hereby appeal against
the decision of
for the following reasons:-

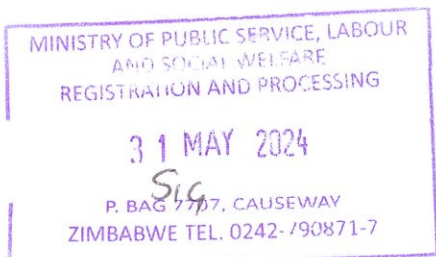
.....
.....
.....
.....
.....

(you may attach an annexure)

Employee's signature.....

Witnessed.....

Date.....



Handwritten initials and signature in blue ink, including the number 23 and a signature.

AGREEMENT AND APPROVAL OF CODE OF CONDUCT

Following consultations and discussions at the NEC, this Code of Conduct has been agreed.

Following this agreement, the Code of Conduct is now being submitted for registration by the Ministry of Public Service, Labour and Social Welfare.

Signed and agreed at Harare on this 21st day of March 2024 by the following:

.....
P.C. CHINGOKA
CHAIRPERSON National Employment Council for Welfare and Educational Institutions

.....
R. MAMBO
GENERAL SECRETARY for the National Employment Council for Welfare and Educational Institutions

.....
F. SHURO
CHAIRPERSON of the Welfare & Educational Institutions Employers Association

.....
S.N. MUTINDINDI
GENERAL SECRETARY of the Zimbabwe Educational, Health, Scientific Social and Cultural Workers Union.

