

SmartSol Consulting Disciplinary Code

Level of misconduct	Misconduct	Action of 1st offence	Action of 2nd offence	Action of 3rd offence
Level A (Very serious misconduct)	Insubordination	Dismissal		
	Disobeying reasonable and lawful job instructions	Dismissal		
	Violence, whether threatened or actual	Dismissal		
	Bribery, theft, fraud, dishonesty	Dismissal		
	Gross Negligence	Dismissal		
Level B (Serious misconduct)	Failure to operate equipment according to standard procedure	Final Written Warning	Dismissal	
Level A (Misconduct)	Absence without leave	Written Warning	Final Written Warning	Dismissal
	Disorderly conduct	Written Warning	Final Written Warning	Dismissal