

# INFORMUS



FOR PSA MEMBERS: COMPANIES AND INTELLECTUAL PROPERTY COMMISSION  
(CIPC)

01-10-2020

## Introduction of new policies

### Disciplinary Procedure Policy

The employer tabled the Disciplinary Procedure Policy for consultation with labour. The policy applies to all employees of CIPC and is aimed at providing mechanisms to correct practices that do not conform to the standards required for the safe and efficient operation of work at CIPC. It sets out the disciplinary code which is the formal framework for disciplinary action. The policy is further underpinned by the principle of natural justice which affords employees the right to a fair hearing that is both procedurally and substantively fair.

The policy caters for progressive discipline and the process of conducting disciplinary hearings as well as the appeal process and enquiry by an arbitrator. It further includes the process of abscondment and incapacity as well as the list of acts of misconduct which is not exhaustive.

### Grievance Policy and Procedure

The grievance policy and procedure is intended to give guidance and provide a framework for employees in dealing with grievances effectively and timeously. It applies to all CIPC employees and seeks to ensure that employees are free to express their grievances without fear of victimisation or intimidation or prejudice of their employment relationship. However, it is not to be abused by employees by lodging false grievances.

The policy commits the CIPC to resolve all grievances timeously, recognise employees' right to representation and respect of employees' confidentiality. It provides for an informal and a formal grievance procedure which are outlined in the policy.

Members are urged to study the draft policies and send inputs to the PSA on or before 30 October 2020 to [joseph.mashigo@psa.co.za](mailto:joseph.mashigo@psa.co.za) or send them through to any PSA shop steward.

GENERAL MANAGER