



DISCIPLINARY POLICY:

1. Purpose:

The disciplinary policy of Gulpers Association Uganda Ltd is designed to help and encourage all association members to achieve and maintain high standards of conduct, job performance and compliance.

The disciplinary policy aims to help members whose performance, compliance or conduct falls below the set standards/ laws and requirements to achieve the necessary improvement in their businesses.

Formal procedures are vital to always ensure consistent and fair disciplinary action.

2. Scope:

The policy applies to all members of Gulpers Association Uganda Ltd.

3. The Disciplinary Committee.

- a. The disciplinary committee shall have powers to enforce all the rules, regulations, code of conduct and the disciplinary policies of Gulpers Association Uganda.
- b. The disciplinary committee shall also have powers to impose punishments and/or fines on any member of Gulpers Association Uganda who breaches any of the disciplinary policies of the Association.

4. Composition of the Disciplinary Committee

The Disciplinary Committee shall be composed of the following persons;

- a. The Chairperson of Gulpers Association, who shall at the same time act as the chairperson of the Disciplinary Committee.
- b. The vice chairperson Gulpers Association, who shall at the same time act as the vice-chairperson of the Committee.
- c. Any other three persons elected by the members of Gulpers Association Uganda.
- d. Only directors of member companies are legible to be elected as committee members in (c) above

5. Employee Rights:

- a. Gulpers Association Uganda Ltd believes in following a fair and consistent procedure in relation to the application of the disciplinary policy.



- b. At all stages of the procedure the principles of natural justice and fairness will apply. At each stage of the disciplinary procedure, members will have the right to:
- Be informed of the complaint against them and be given sufficient opportunity to present their case and call witnesses to support their case, as appropriate.
 - Be accompanied to disciplinary meetings by a work colleague.
 - Be normally not dismissed for a first offence, other than gross misconduct.
 - Be informed and encouraged to use the right of appeal.
- c. The company reserves the right to skip stages of the disciplinary procedure depending on the seriousness of the allegation.

6. **Disciplinary Procedure:**

A. The Association through the disciplinary committee reserves the right to take disciplinary action on any member based on:

- a. A breach of work procedure and Gulping SOPs.
- b. Misconduct
- c. Gross misconduct
- d. Indiscipline within the field and at the dumping bay.
- e. Misrepresentation

B. The disciplinary policy allows for a progressive series of warnings to be issued. As a rule, the stages to be followed are:

- a. Informal Discussion
- b. Verbal Warning
- c. First Written Warning
- d. Final Written Warning
- e. Dismissal

The disciplinary process can be invoked at any of these stages depending on the seriousness of the allegation.

a. Informal Discussion, Pre-Disciplinary

- If an operator belonging to a member company conducts himself in the field or at the dumping bay in a manner that falls below an unacceptable level, either of the company directors shall immediately inform the said operator, caution him or her and point out how he or she should improve on his or her conduct while in the field.
- If the standard of work continues to deteriorate, or there is a breach of set standard operating practices/regulations, the formal disciplinary procedure



begins. This counseling will be recorded on the association's personnel record for the member companies.

b. Formal Verbal Warning

- Should the member companies conduct fail to improve they will be invited to attend a disciplinary meeting where the matter will be fully investigated by the select/ disciplinary committee.
- If arising out of this meeting the companies breach of standards is deemed unacceptable they may be issued with a verbal warning which is the first stage of the associations' formal disciplinary procedure.
- The company directors shall be informed that the continuation of the breach is unacceptable, and the select/ disciplinary committee will inform the said directors how and to what extent the company is falling short of expected standards, the time-scale for improvement and the consequences of failure to improve.
- This warning will remain active for disciplinary purposes for a period of six months from date of final decision.

c. First Written Warning

- If in the first instance the offence is very serious, or if there are no improvements arising from the formal verbal warning, the director/directors will be summoned for a disciplinary hearing where the matter will be fully investigated by the disciplinary committee.
- If arising out of this meeting and/or hearing the company's breach of standards is deemed unacceptable, it may be issued with a penalty/fine and first written warning which is the second stage of the associations' formal disciplinary procedure.
- The director/directors will be informed of the extent to which the company is falling short of the expected standards, the timescale for improvement and the consequences of the failure to improve.
- This written warning will be active on the company's personnel file a period of twelve months, from date of final decision, unless there is repetition within the agreed review period.

d. Final Written Warning

- If the offence is very serious, or there is no improvement arising from the first written warning, the company director/directors will be summoned to attend a disciplinary hearing where the matter will be fully investigated by the disciplinary committee.
- If arising out of this meeting the company's breach of standards is deemed unacceptable, the company may be issued with a final written warning.



- Again, the director/directors shall be informed of the extent to which the company is falling short of the expected standards, the time-scale for improvement and the consequences of the failure to improve, which may result in dismissal.
- This final written warning will be active on the company's personnel file for a period of 12 months, from date of final decision, unless there is repetition within the agreed review period.

7. **Dismissal Following a Series of Warnings**

- If warnings under clauses 1 to 4 have proved ineffective, and there is sustained failure to improve standards, the company shall be given due notice of termination of membership
- The Association reserves the right to initiate the disciplinary process at any stage considering the seriousness of the allegation.
- Persistent failure to attend a disciplinary hearing may result in the hearing being held in the offender's absence and the decision being communicated to him or her in writing.

8. **Gross Misconduct:**

- a. Gross Misconduct may result in the summary dismissal of the member company, without recourse to the above stages, after a full investigation has been completed.
- b. Member companies who are summarily dismissed will not be entitled to notice.
- c. The following are examples of misconduct, which may be defined as gross misconduct leading to summary dismissal.
 - Engaging in acts of fraud, money laundering, child trafficking and any other act that is in contravention with the laws of Uganda.
 - Fraud or deliberate falsification of records.
 - Any action that may bring Gulper Association Uganda into disrepute.
 - Serious acts of insubordination.
 - And any other act that may be considered gross misconduct by the committee.

9. **Summary of Penalties and fines for the different offences**

- a. Widening the hole and leaving it wide, the fine is 50,000/= (Fifty thousand shillings and the responsible company shall be required to repair it.



- b. Failure to clean after emptying, the fine is 50,000/= (Fifty thousand shillings and the affected Company shall be required to clean that pit.
- c. Misconduct by employees, directors and members of a company i.e Stealing, fighting, abusing, intended spillages because of anger, the affected company shall pay a fine of 100,000/= (One hundred thousand shillings)
- d. Operating/emptying without PPEs, the fine is 100,000/= (One hundred thousand shillings.)
- e. Transporting sludge without overalls or with dirty overalls, the fine is 100,000/= (One hundred thousand shillings.)
- f. Spillages, improper covering and covering with old, damaged canvas, damaged and uncovered barrels, damaged or spoilt iron sheet of the truck, the fine is 50,000/= (Fifty thousand shillings.)
- g. Illegal dumping, the fine is 250,000/= (Two hundred fifty thousand shillings) after thorough inspection of the dumping site.
- h. Nonregistered entity but working under the name and with the consent of a Gulper company, the fine of UGX 500,000/= (Five hundred thousand shillings) shall be levied on the Gulper company whose name is being illegally used and confiscation of all working tools
- i. Non-branded trucks, the fine is UGX 100,000/= (One hundred thousand shillings only.

10. Appeal:

At all stages of the disciplinary procedure, the member company shall have the right to appeal against the decision. From receipt of a warning at any stage of the procedure, the member company may appeal the warning within seven working days. The grounds of appeal should be submitted in writing.

Signed by:

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Chairman GAU

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Chairman disciplinary committee