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VERSION NUMBER	REVIEWED DATE	NEXT REVIEW	REVIEWED BY	APPROVED BY
003	31.10.2021	31.10.2022	CAMI EADES	SHARON EADES

Code of Conduct Policy Document

1. PURPOSE

The purpose of this policy is to ensure that all CPM employees are aware of what is expected of them to maintain a high respectable standard of ethics in the work place.

2. SCOPE OF THE POLICY

The policy is an overall understanding of what the Director of CPM can expect from all employees of CPM.

3. OBLIGATIONS AND RESPONSIBILITIES

- a. Employees are to be on time each day and make every effort to carry out their duties in a spirit of goodwill, co-operation and enthusiasm.
- b. The employee recognises that the company's clients and suppliers are of paramount importance and therefore deserve professional and cordial treatment at all times.
- c. The employee undertakes to ensure that all persons are treated in a proper fashion at all times and in a manner which is conducive to good relations and accepts this as a specific condition of employment.
- d. The employment of any employee may be terminated for any unacceptable act committed such as social misconduct which could embarrass the members and CPM itself or which could cause harm to the reputation of the company.
- e. Such conduct may include, but is not limited to participation in unlawful industrial action; Assault ; Drunkenness on duty ; Neglect of duty; Refusal to obey a lawful and reasonable instruction; breaching this contract; wilfully causing any damage to property of the company, or for any other similar reason not outlined here.
- f. Under certain circumstances, where there has been a serious infringement of the company Disciplinary Code or of the Law, termination by the company of an employee may be with immediate effect.
- g. At no time may an employee induce any other employee of CPM, whether a full time or contract employee, to leave the employ of the company.



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4. CONFIDENTIALITY

- Employees shall at all times maintain the strictest confidence with regard to company, product, employee and client information and undertake to ensure that no information whatsoever, including but not limited to lists of clients, projects, systems or any other company information will be duplicated, copied or removed from company premises without the express written consent of the Executive Director, Sharon Eades.

5. CARE OF COMPANY PROPERTY AND HOUSEKEEPING

- a. Any tools, documents, items of equipment, product or any other property belonging to CPM which is issued to an employee or used by an employee shall remain the property of the Company at all times and is to be used and cared for properly by all employees.
- b. As an employee you will diligently devote all your work hours to the service of the Company in terms of normal standards in practice.
- c. You will also carry out all lawful and reasonable instructions issued to you.
- d. Whilst you are employed by CPM you shall not be entitled to accept any other appointment in any capacity whatsoever for personal remuneration, without the written permission of management. However, permission will not be unreasonably withheld.
- e. Any breach of this code shall be treated as a gross breach of contract and will result in disciplinary action.

6. RECORD KEEPING PROCEDURE

- The Branch Manager and the HR Manager shall keep record of any meetings held, be it casual or formal, on record and report all issues to the Director.

It is the employee's responsibility to contact management should he/she have any queries. Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to line Management.
