
OCTOBER 2008

CIRCULAR NOTICE No. 10 / 2008

OBEDY THE RULES

HOW ARE EMPLOYEES IN THE SALON SUPPOSED TO KNOW HOW TO BEHAVE?

Not only in the Hairdressing Industry, but in many situations as reported by the CCMA, employees are often dismissed for completely unsatisfactory reasons.

All salon owners / employers have been instructed that they must have some sort of a contract of employment for each employee. This is according to the Basic Conditions of Employment Act, and to our industry Gazette and so on. It is strongly recommended that a "Code of Conduct" be incorporated in the contract of employment. It does not have to be long – a page is good enough.

What is the purpose of a Code of Conduct? The purpose is that it provides a structure for both the employer and the employee in which to 'behave'. If the employer has indicated that late-coming will not be tolerated, then the employee must understand that late-coming will not be tolerated. And so, if the employee is late to work, then the employer **MUST** take some action. Late-coming is not deemed to be a dismissible offence on the first time, but if there is persistent, avoidable late coming, then the employee will be warned, and then, next time - dismissed.

It is however not good enough to just have a 'code of conduct' appended to the contract of employment which is left to mould in a drawer. A code of conduct should be a dynamic and changing document. Employers are advised to draft up a document in the shape of a WALL CHART, and headed something like, 'GENERAL RULES OF CONDUCT'. These rules may include; 'Hours of work.....'; 'No Cell Phones'; 'No chewing gum'; 'Must comply with dress code', etc. This could be signed by management and existing staff, laminated and displayed on the wall of the salon.

.....BUT THEN – IT MUST BE ADHERED TO!

Please feel free to contact the undersigned for further discussion on the topic.

Yours Faithfully
HCBCKZN

AT Parkinson
SECRETARY to COUNCIL