

(HAIRDRESSING & COSMETOLOGY BARGAINING COUNCIL – CIRCULAR 11, 2008 : SUGGESTED DRAFT SALON RULES)

HAIRDRESSING SALON : RULES

1. SALON HOURS: MONDAY TO FRIDAY : 08H30 to 17H00
SATURDAY 08H00 to 15H00
SUNDAY / PUBLIC HOLIDAY 09H00 to 14H00
2. HOURS OF WORK: EACH EMPLOYEE WORKS FOR 45 ORDINARY HOURS IN A WEEK – ACCORDING TO THE ROSTER
3. DRESS CODE: ALL EMPLOYEES WILL ABIDE BY THE SALON DRESS CODE – VLECKED TROUSERS, GREEN STRIPED SHIRT.
4. SAFETY: SAFETY IS OF THE UTMOST IMPORTANCE - EMPLOYEES SHALL OBEY ANY SAFETY INSTRUCTION ISSUED IN THE SALON.
5. FIRE EXTINGUISHERS / FIRE HOSES : EMPLOYEES ARE STRICTLY FORBIDDEN TO TAMPER WITH SAFETY EQUIPMENT WHEN NOT NECESSARY
6. ALARM / FIRE DRILL EMPLOYEES WILL FAMILIARISE THEMSELVES WITH ANY SECURITY ALARM IN THE SALON, AND WILL FOLLOW SAFETY PROCEDURES AND / OR APPROPRIATE EVACUATION DRILLS
7. TELEPHONES THE SALON TELEPHONE IS EXPRESSLY FOR SALON BUSINESS AND NO UNAUTHORISED CALLS WILL BE TOLERATED.
8. CELL PHONES THE USE OF CELL PHONES / I-POD / OTHER PERSONAL MUSICAL EQUIPMENT IS NOT PERMITTED IN THE SALON.
9. CHEWING GUM NO EMPLOYEE WILL CHEW GUM IN THE SALON.
10. CIGARETTES IN TERMS OF THE RELEVANT LEGISLATION, THERE WILL BE NO SMOKING ANYWHERE IN THE SALON PREMISES.
11. FOOD: EMPLOYEES MAY NOT EAT FOOD IN THE SALON, THERE IS A DESIGNATED ‘KITCHEN’ AREA.
12. DECORUM: IF A CLIENT IS IN THE SALON, EMPLOYEES MUST ACT RESPONSIBLY – NO UNDUE NOISE, HORSEPLAY, etc
13. DAYS OFF EMPLOYEES ARE DISCOURAGED FROM ENTERING THE SALON ON DAYS OFF. DAYS OFF ARE EXACTLY THAT. SHOULD YOU ENTER THE SALON ON YOUR DAY OFF, ENTER EITHER AS A ‘CLIENT’ OR AN ‘EMPLOYEE’, AND FOLLOW THE RESPECTIVE CODE OF BEHAVIOUR.
14. PERSONAL PROPERTY : APART FROM HAIRDRESSING / BEAUTY CARE EQUIPMENT, EMPLOYEES ARE DISCOURAGED FROM BRINGING PERSONAL EFFECTS INTO THE SALON. MANAGEMENT WILL NOT ACCEPT ANY RESPONSIBILITY FOR LOSS OR DAMAGE TO IT.
15. DISHONESTY MANAGEMENT WILL NOT CONDONE DISHONESTY IN ANY SHAPE OR FORM. ANY EMPLOYEE ACCUSED OF TAKING COMPANY PRODUCT, COMPANY EQUIPMENT, CASH, CLIENT’S PROPERTY, FELLOW WORKERS PROPERTY etc WILL BE THOROUGHLY INVESTIGATED. IF THERE ARE GROUNDS FOR THE ACCUSATION, FURTHER DISCIPLINARY STEPS WILL BE INSTITUTED.
16. ABSENCE IF AN EMPLOYEE IS UNABLE TO ATTEND WORK, THEY MUST INFORM THE EMPLOYER / DIRECTOR BEFORE 10h00.
17. INCAPACITY IF AN EMPLOYEE IS UNBALE TO ATTEND WORK DUE TO ILL HEALTH, THE EMPLOYEE MUST PRODUCE A SICK NOTE APPROVED BY A REGISTERED MEDICAL PRACTITIONER AS EVIDENCE OF THAT INCAPACITY.
18. INCAPACITY IF AN EMPLOYEE FAILS TO ATTEND WORK AFTER THE EXPIRY OF THEIR SICK LEAVE ENTITLEMENT, THE EMPLOYER IS EMPOWERED TO INVESTIGATE THE MEDICAL INCAPACITY OF SAID EMPLOYEE – NOTWITHSTANDING THAT THE EMPLOYEE MIGHT NOT BE ELIGIBLE FOR EITHER WORKMEN’S COMPENSATION OR ‘CAPITAL DISABILITY’ BENEFITS.
19. ABSENTEEISM IF AN EMPLOYEE IS UNALE TO ATTEND WORK AND FAILS TO INFORM THE EMPLOYER AS ABOVE, THE EMPLOYER IS EMPOWERED TO INVESTIGATE THAT ABSENTEEISM WITH A VIEW TO A POSSIBLE BREACH OF CONTRACT.
20. DISCIPLINARY CODE OF CONDUCT : NEITHER THESE RULES NOR ANY DISCIPLINARY CODE OF CONDUCT WHICH MAY BE ADOPTED BY THE BUSINESS ARE DEEMED TO BE EITHER EXCLUSIVE NOR EXHAUSTIVE, PREVAILING CIRCUMSTANCES WILL EMPOWER THE EMPLOYER TO INITIATE INVESTIGATION INTO EITHER CONDUCT, CAPACITY OR PERFORMANCE OF THE EMPLOYEE.

THIS DONE AT _____ SALON ON THE _____ NOVEMBER 2008 AND WITNESSED BY: _____ / _____ / _____