



Kombz leap group of companies Limited

Plot 197 Off Kafue Road

Lusaka, Zambia

DISCIPLINARY CODE & EMPLOYMENT CONDUCT POLICY

1. Purpose of the Disciplinary Code

The purpose of this Disciplinary Code is to:

- Promote acceptable standards of conduct and performance;
- Ensure consistency, fairness, and transparency in handling misconduct;
- Correct unacceptable behavior through progressive discipline where appropriate;
- Protect the interests of the Company, employees, clients, and stakeholders.

Disciplinary action shall be administered by Management through the Disciplinary Committee in accordance with:

- The **Employment Code Act No. 3 of 2019 (Zambia)**,
- Principles of **natural justice**, and
- The Company's internal policies and procedures.

2. Principles Governing Discipline

Disciplinary processes shall be guided by the following principles:

- **Fair hearing:** An employee shall be informed of allegations and given an opportunity to respond.
- **Consistency:** Similar offences shall attract similar disciplinary action.
- **Proportionality:** The severity of the sanction shall match the gravity of the offence.
- **Progressive discipline:** Except in cases of gross misconduct.

- **Right of representation:** Employees may be accompanied by a fellow employee during hearings.

3. Termination of Employment

Employment may be terminated under the following circumstances:

3.1 Termination with Notice

a. Either party may terminate the contract by giving **one (1) month written notice** or payment in lieu of notice, in accordance with the employment contract.

Notice may be delivered physically, via email, or official WhatsApp communication.

b. Termination upon **expiry of a fixed-term contract**, where the contract naturally comes to an end and no notice is required.

3.2 Termination Without Notice (Summary Dismissal)

Employment may be terminated summarily, without notice, in cases of **gross misconduct**, in line with **Section 52 of the Employment Code Act No. 3 of 2019**, following a fair disciplinary process.

3.3 Termination on Medical Grounds

Termination may occur on medical grounds upon recommendation from a **registered medical practitioner or institution**, subject to applicable legal provisions.

4. Certificate of Service

In accordance with the Employment Code Act, every employee leaving employment shall be issued with a **Certificate of Service** containing the following particulars:

- Name of the employer;
- Name of the employee;
- Date of engagement;
- Date of termination;
- Nature of employment;
- National Registration Card (NRC) number;
- NAPSA Social Security number.

5. Repatriation

The Company shall repatriate an employee and their family, or pay a repatriation allowance sufficient to cover transport of the employee, family, and personal effects, where the employee:

- Is discharged on medical grounds;
- Is declared redundant;
- Retires;
- Dies while in service (benefits accruing to the family or estate).

6. Schedule of Offences and Disciplinary Actions

(This schedule is not exhaustive and may be supplemented by addendums.)

Offence	Disciplinary Action
Corruption or covering up corruption	Summary dismissal without notice
Unauthorized use of company property	Written warning → unpaid suspension (1 week–3 months) → dismissal upon repetition
Repeated late reporting for duty	Written warning → final warning → termination
Absence without permission for more than 3 consecutive days	Summary dismissal
Gross negligence causing loss or fraud	Summary dismissal
Reporting for duty under the influence of alcohol or drugs	Summary dismissal
Insubordination or refusal to obey lawful instructions	Warning or dismissal depending on severity
Assault, malicious damage, sabotage	Summary dismissal and report to police
Non-disclosure of vital company information	Final warning → dismissal

Theft or fraud	Summary dismissal and report to police
Sexual harassment	Summary dismissal
Removal of company property without authorization	Final warning → suspension without pay
Failure to wear prescribed uniform/PPE	Warning → final warning → dismissal
Abusive, insulting, or threatening language	Final warning or dismissal depending on severity

SEXUAL ABUSE, EXPLOITATION & HARASSMENT (SAEH) POLICY

7. Purpose

Kombz Leap Group of Companies Limited is committed to a workplace free from sexual abuse, exploitation, and harassment. The Company adopts a **zero-tolerance approach** to all forms of sexual misconduct.

8. Scope

This policy applies to:

- All employees;
- Contractors;
- Suppliers;
- Clients;
- Business partners and stakeholders.

9. Definitions

- **Sexual Abuse:** Any sexual act or threat carried out without consent.
- **Sexual Exploitation:** Abuse of power or position for sexual gain.
- **Sexual Harassment:** Unwelcome sexual conduct—verbal, physical, or non-verbal—creating a hostile environment.

10. Prohibited Conduct

- Sexual abuse, exploitation, or harassment in any form;
- Soliciting sexual favours in exchange for work-related benefits;
- Inappropriate sexual communication in person or digitally;
- Retaliation against complainants or witnesses.

11. Reporting Mechanism

Reports may be made confidentially through:

- Human Resources;
- A designated Ethics Officer;
- Email, phone, or anonymous reporting channels.

12. Investigation & Sanctions

- All allegations will be investigated promptly and fairly;
- Due process will be followed;
- Sanctions may include warnings, suspension, dismissal, or referral to law enforcement.

13. Prevention & Training

- Mandatory induction and refresher training;
- Signing of a Code of Conduct;
- Continuous monitoring and policy review.

WORKING HOURS & SHIFTS

14. Working Hours

- Employees shall work **eight (8) hours per shift**.
- Total working hours shall not exceed **48 hours per week**.
- Shift schedules shall be prepared by the Station Manager.
- Employees shall alternate between day and night shifts weekly, subject to operational requirements.

15. Overtime & Public Holidays

- Overtime exceeding 48 hours per week shall be paid at **1.5 times** the hourly rate.
- Work on public holidays or rest days shall be paid at **double the hourly rate**, where applicable.

16. Rest Periods

Each shift shall include:

- **One (1) hour meal break**; and
- **Health breaks**: either one 20-minute break or two 10-minute breaks.

17. Shift Differential

Employees working between **18:00 hours and 06:00 hours** shall receive:

- Their applicable hourly rate; and
- A **night shift differential of 15%** of the hourly rate for each hour worked during this period.

Signed for and on behalf of Kombz leap group of Companies



Mrs Annie Mwape

Kombz Leap Group of companies

Director Human Resources and Administration