

# MISCONDUCT IN EMPLOYMENT

## COURSE CONTENT

- What is misconduct?
  - Condonation and Victimization
- Dealing with misconduct that is criminal in nature
  - Can private conduct be treated as a misconduct
- Dealing with common types of misconduct such as :-
  - ✓ Malingering
  - ✓ Sleeping on duty
  - ✓ Absenteeism
  - ✓ Lateness and leaving early
  - ✓ Neglect of duty and negligence
  - ✓ Refusal to obey instructions
  - ✓ Disrespect and insubordination
  - ✓ Theft, cheating and dishonesty
    - ✓ Fighting / Assault
    - ✓ Conflict of interest
- Due process to be complied with in handling misconduct
  - Dos and Don'ts in drafting show cause letters