

LEGAL CONDUCT

OMNIFORM

DIGITAL PLATFORMS

Omniform Software

System

Conduct Manager

Company Manager



Omniform



"It's not the people you fire who make your life miserable. It's the people you don't" - Dick Grote

Legal Compliance

Unfortunately, sometimes an employment relationship has to be terminated due to behaviour or productivity.

In such cases, an employer is provided with very few rights if there is no signed contract as well as signed Code of Conduct in place.

Added to that the process has to be both Procedurally and Substantively fair.

Procedural fairness relates to the process that was followed in the dismissal. From Code of Conducts to warnings, training and expiry dates, all aspects should be adhered to as well as readily available I required by a governing body.

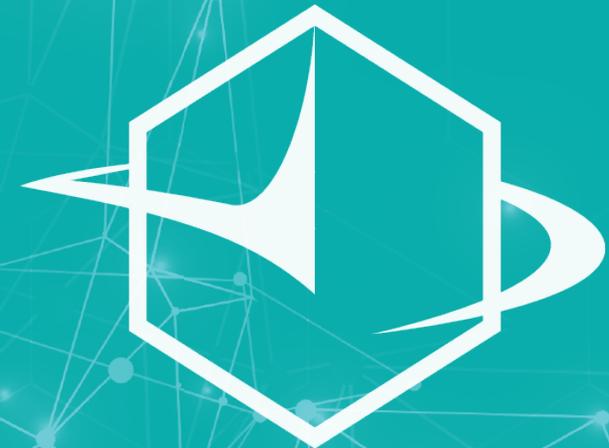
Substantive fairness relates to if the dismissal was justified as a course of action.

Omniform lays out an easily followed procedural roadmap catering for the different procedural variances as well as taking into account the relevant Code of Conduct and expiry dates, whilst simultaneously partnering with various legal entities to stay ahead of the ever-changing Substantive landscape.



The onus for both substantive and procedural fairness lies with the employer

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Disciplinary process

- *the first step to ensuring both procedural and substantive fairness lies within the documentation signed upon engagement.
- *Conduct only becomes misconduct if an employee acts in a contrary manner the the rules set out upon employment.
- *In order to discipline an employee the following has to be considered.
- *Is the rule legitimate (not contrary the the employees rights).
- *Was the employee aware of the rule.
- *Is the action taken appropriate for the misconduct.
- *And is the rule being applied in an consistent manner.
- * Dismissal is mostly reserved for repeat offenses as well as serious offenses.



Remove interpretation as well as favoritism from conduct dealings by digitizing your Code of Conduct

Digital process

The fundamental aim we are striving for is to ensure the above is accommodated in one simple process.

- 1 - A check is done to confirm employees has signed the relevant Documentation upon engagement.
- 2 - Upon setup the appropriate action is linked to the misconduct as well as the lifespan of the warning.
- 3 - If the misconduct is repeated within the validity of the previous warning the next warning will automatically be escalated.
- 4 - Because warnings are digital there can be no preferential treatment or diviation from the Code of conduct.

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Legal Compliance



Create and define your companies Code of conduct, this will be used as the basis for any warning handed out to active employees



When an Employee infringes on the Code of Conduct a warning is created online by selecting the relevant offence from the digital code of conduct



The employee acknowledges and signs the warning either digitally or manually



Warnings are stored against the employee's profile and will be taken into consideration if he/she repeats the offence automatically escalating to a more severe disciplinary action up until a hearing

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