



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

SHORT COURSE

DISCIPLINARY PROCEDURES

NIPAM



DISCIPLINARY PROCEDURES

The aims of this disciplinary procedure course are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary.

This course is developed to enable the staff members in the Public Service to gain a deeper comprehension of the disciplinary procedures as per the Staff Rules for their own professional growth and benefit as well as for their interaction in the work environment.

This course covers the legal framework, different types of misconduct, the disciplinary process, roles and responsibilities of the disciplinary committee, guidelines for disciplinary inquiry, formulating charges of misconduct, and arbitration and appeal process. The course ensure that employees are familiar with the rules and regulations governing their conduct to ensure that staff members understand and adhere to all the guidelines and procedures.

Course Learning Outcomes

By the end of the course, participants should be able to:

- Develop an understanding of the Legal Framework for disciplinary procedures in the Public Service
- Identify different types of Misconduct and Action to be Considered
- Explain the procedures to be followed in the disciplinary process
- Clarify organizational, legal policies, procedures for instituting disciplinary action
- Formulate charges of misconduct
- Evaluate the arbitration and appeal process.

Course Content

This course covers the following pertinent topics in misconduct and disciplinary procedures as per the Public Service Staff Rules. The content covered are as follows:

1. The Legal Framework (Public Service Act of 1995, Public Service Staff Rules, The Labour Act)
2. Different Types of Misconduct and Action to be Considered (Major Offences, Serious Offences, Minor Offences)
3. Fundamental Procedures to be followed in the Disciplinary Process
4. Appointment, and Roles and Responsibilities of the Disciplinary Committee
5. Guidelines for Disciplinary Inquiry
6. Formulating Charges of Misconduct
7. The Arbitration and Appeal Process



Dates

19 - 23 February 2018

Venue

NIPAM Campus, Windhoek, Khomas Region, Namibia

Entry Requirements

Applicants must be appointed officials in unified public service.

Duration

This course is offered on a regular basis at NIPAM through face to face facilitation over a period of five days.

Cost

N\$ 3,650.00 per person (for participation and learning materials only)

Contact Details

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