



# NIPAM

NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT

## 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 ensures 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.

**Venue:** Windhoek, NIPAM Campus

**Duration:** Five (5) Days

### COURSE LEARNING OUTCOMES

- 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.

### WHO SHOULD ATTEND?

Applicants must be appointed officials in central, regional and local government and Public Enterprises.

### COURSE CONTENT

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