



# General, Domestic and Professional Employers' Organisation

LR 2/6/3/311

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## GENERAL, DOMESTIC & PROFESSIONAL EMPLOYERS' ORGANISATION CODE OF CONDUCT

Each Organising Official and/or Office Bearer representing the Organisation or its members is required to sign his/her acceptance of the following Code of Conduct.

1. **“Organising Official”** shall be defined as any person, who is an employee of the Organisation, either full time or part time, duly approved and appointed by the Executive Committee. Such person must have recruited at least 10 Members in good standing at any given time. No practicing attorney or advocate will be eligible for appointment as an Organising Official. An Organising Official shall comply with all the provisions of the Constitution.
2. **“Office Bearer”** shall be defined as any person who is appointed by the Executive Committee to assist in the general day to day administration and coordination of the affairs of the Organisation and the delivery of its services to its members on a national level. These may include, but will not be limited to, Provincial Coordinators and Administrators and Regional coordinators and administrators.
3. An Organising Official and/or Office Bearer shall recruit and provide advice and assistance to bone fide members across the broad spectrum of labour matters.
  - 2.1 Examples of these services may include but are not limited to: -
    - Formulating company strategies, policies and procedures in accordance with SA Labour Legislation.
    - Practical orientation training for management in interpreting, administering and managing the requirements for sound labour relations.
    - Management training in interfacing with employees, Trade Unions and employee representatives.
    - Dispute resolution and representation in Conciliation and Mediation processes.
    - Representation of members at the CCMA, Bargaining Councils and Industry Forums and in the Labour Court.

- Designing, formulating and implementation of employment agreements, disciplinary procedures and codes, and implementation thereof.
  - Negotiation of procedural, substantive and collective agreements between organised labour and members.
  - Negotiation of recognition and procedural agreements between organized labour and members.
- 2.2 Where an Organising Official or Office Bearer participates and assists in Collective Bargaining of any nature where there is interface with a Union, the Company assisted **must** be a Member of the Organisation.
- 2.3 Should an Organising Official or Office Bearer cease to provide services to Members across the broad spectrum of Industrial Relations for a six month period, then he/she shall advise the Secretariat and his/her appointment shall be suspended until such time as he/she is able to validate that he/she is again able to comply with the Code of Conduct.
- 2.4 The Executive may require at any time for an Organising Official or Office Bearer to update their credentials and adherence to the Code of Conduct.
- 3 All Officials, Employees and Office Bearers of the Organisation shall at all material times act in terms of the Objectives of the Organisation, and its Constitution.
- 4 Officials and Office Bearers may only represent paid up Members at the Labour Court, CCMA, Bargaining Councils or Dispute Resolution Centers. Any member being represented must be currently paid up at the time and have a valid Certificate of Membership.
- 4.1 No Organising Official or Office Bearer may under any circumstances whatsoever, sub-contract his/her representing status to any Member, any previous Member or any Employee of the certified member or any other as reflected on the up to date Membership Certificate or any employee of any non-member of the Organisation.
- 4.2 All Organising Officials must comply with all applicable rules regarding representation in the applicable forum.
- 5 No Membership Certificate shall be issued or provided to any Member unless the following requisites have been complied with:
- 5.1 Members application forms must be duly completed **in full** and signed by only an authorised person employed by the Member/Company.
- 5.2 Proof of payment of membership fees has been furnished to the Secretariat.
- 6 No Official or Office Bearer may authorise a membership fee for joining the Organisation, other than the prescribed membership fee.
- 7 No Official or Office Bearer may charge a Membership fee of more than the prescribed fee.
- 8 No Official or Office Bearer may verbally or physically as a Member of the Organisation and in such capacity advise or represent any Trade Union.

- 9 No Official or Office Bearer may represent any employee of any employer whether that employer is a member of the Organisation or not.
- 10 No Official or Office Bearer will act in any manner which will bring the Organisation's good name into disrepute, and in particular will not represent either personally or in writing or verbally any employer, unless the employer being represented is a paid-up member in good standing of the Organisation, the onus being on the Official or Office Bearer to check the status of the employer before proceeding.
- 11 An Organising Official or Office Bearer, when conducting written communication with any Trade Union, Member or CCMA, Bargaining Council, Labour Court or any Dispute Resolution Centre or opposing party, must declare their GDP appointment and/or status in all correspondence.
- 12 An Organising Official or Office Bearer accepts that should he/she be found to be in breach of the Code of Conduct, his/her status as an Organising Official or Office Bearer may be removed by the Executive Committee and his/her appointment and/or membership of the Organisation may be terminated. Prior to any penalty or sanction being imposed, an Organising Official or Office Bearer shall be afforded the opportunity to address the Executive Committee verbally and/or in writing in his/her defense of any allegations.

I \_\_\_\_\_,  
who accepts by signature hereunder to at all times comply with this Code of Conduct.

ID Number: .....

Cell number: .....

Signed: .....

Date: .....