**Disciplinary Policy**

**1. Objective and Commitment**

The objective and purpose of the disciplinary procedure is to provide guidelines for all employees on the following: To ensure satisfactory standards of conduct, job performance, attendance and discipline are followed by all. To provide for consistent and equitable treatment of employees who become liable for disciplinary procedures. To provide employees an opportunity to take corrective action and to improve their conduct and/ or job performance to acceptable standards.

**2. Principles and Requirements**

2.1 Applicability:

This policy covers all regular employees of [Company name].

2.2. Standards of Conduct:

The standards of conduct are set for all employees to behave in a prescribed manner based on professionalism and appropriate demeanor in the workplace.

2.3 Misconduct:

Misconduct includes but is not limited to:

- Sexual Harassment, including but not limited to unwelcome sexual advances or gestures, requests for sexual favors, passing indecent comments, sharing sexual jokes, and any other verbal or physical conduct of sexual nature.

- Forging or falsifying employment documents, information, or other firm records.

- Absenteeism

- Regular or persistent late coming.

- Unacceptable standards of appearance.

- Unauthorized absence and failing to obtain permission to leave work for any reason during normal working hours.

- Non-disclosure of conflicting business interests

- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of the management.

- Theft and deliberate damage or destruction and removal of any company property.

- Unprofessional attitude towards customers or other employees. Making false commitments to clients.

- Willful neglect of duties including incapability due to consumption of alcohol or non-prescribed drugs

- Violating any company policy, rule or procedure or any of the terms and conditions of the appointment letter.

- Unauthorized use of company equipment including telephone, internet etc.

- Fighting, abusing, assaulting or threatening violence in the workplace.

- Non performance of expected duties and responsibilities.

Please refer to the table below for guidelines of action that can be taken for each kind of misconduct. These are indicative only and depending on the severity of the issue the company reserves the right to use its discretion and judgment and take action accordingly. In the case of serious misconduct requiring termination, [Company Name] reserves the right to withhold all payment due to the employee by way of salary, incentives, and bonus payments, as well as any allowances or payments of any other nature that may be due.

| S. No. | Misconduct | Verbal Warning | Written Warning | Final Warning | Termination |
| --- | --- | --- | --- | --- | --- |
| 1 | Sexual Harrasement/ Physical Violence |  |  |  |  |
| 2 | Falsifying employment records. Non disclosure of competing business interests |  |  |  |  |
| 3 | Making false commitments to clients/ data mishandling. |  |  |  |  |
| 4 | Unprofessional attitude towards customers |  |  |  |  |
| 5 | Consumption of alcohol or non-prescribed drugs. |  |  |  |  |
| 6 | Insubordination / Refusal of Work / Abusive & Violent behavior |  |  |  |  |
| 7 | Theft and deliberate damage |  |  |  |  |
| 8 | Violating any company policy |  |  |  |  |
| 9 | Non- performance, wilful neglect of work. |  |  |  |  |
| 10 | Unauthorized use of company equipment |  |  |  |  |
| 11 | Unauthorized absence during working hours, without approval. |  |  |  |  |
| 12 | Absenteeism |  |  |  |  |
| 13 | Regular or persistent late coming |  |  |  |  |

2.4 Disciplinary Procedure

The company expects good standards of conduct and work performance from all employees, and these standards will be enforced in a systematic way. Employees should have a fair chance to remedy problems of conduct or performance. To this end, should an employee fail to meet the required standards; the following progressive procedure is outlined. The following two levels of warnings can be issued by respective Account Managers by mail communication to HR.

2.4.1 Formal Verbal Warning

- An employee will receive formal verbal warning if he fails to maintain the required standards of conduct/ performance.

- The warning will specify the behavior/ performance issue and the change expected.

- The date, time, place and reasons of disciplinary action will be recorded in the disciplinary action form

- Actions to be taken and training essential to reach the required standards will also be recorded in the form.

- A formal verbal warning will be deemed issued after six months from the date of warning.

2.4.2 First Written Warning:

- An employee will receive a written warning if he fails to respond to the earlier warnings or maintain standards of conduct.

- The warning will specify the behavior/ performance issue and the change expected.

- The date, time, place and reasons of disciplinary action will be recorded in the same disciplinary action form in which the verbal warning was recorded

- A warning letter will be issued to the employee carrying all the above mentioned details including training essential to reach required standards.

- In case of non- signature by the employee, the witness declaration will be completed in the presence of the employee and his supervisor.

- The first written warning will be deemed issued after one year from the date of warning.

2.4.3 Final Written Warning/ Employment Cessation (Termination):

- The concerned Account Manager will report the case to HR, in case an employee fails to respond to the earlier warnings or maintain standards of conduct.

- Post investigation, HR will then issue the final written warning/ termination to the employee.

- All procedures in case of written warning will be followed for final written warning/ termination.

- In case of final written warning, the concerned employee will be clearly communicated that any further offense will lead to termination.

- Final written warning will be deemed spent one and a half years from the date of warning.

- If an employee fails to conform to the standards required by the company, the company may, in its sole discretion terminate his/ her employment.

**3. Right to appeal**

At any stage in the process, if the employee feels that the given warning/ termination letter is not justified, he/she will have a right to appeal. The process of making an appeal will be as follows:

- The employee can make an appeal to the Sr. Manager/ Manager- HR in writing clearly stating the reason why he/ she feels the action taken is not justified. Any supporting facts / witness statements can be presented.

- The appeal will then be presented to a committee composed of one senior member from HR, two members of the Senior Management ( BU Head and Leadership Team).

- The committee will review the case and present it’s final judgment within one week of the date of appeal.

- The company has the right to suspend the concerned employee from services for the period during which the committee is evaluating the case.

- The decision of the committee will be communicated to the employee after evaluating all the facts presented and conducting any investigation. The decision of the committee will be final and binding.

- The details related to the appeal and the committee results will be maintained with the HR team in the employee file for the records.

**4. Effective date of this policy**

This policy will be effective in its entirety from [date], and will overrule all previous circulars/ communication in this regard.

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