

## **Disciplinary Policies**

Kingsmen Real Estate enforces a robust disciplinary policy to uphold workplace standards and ensure a productive environment. Employees are expected to adhere to company rules, demonstrate professionalism, and perform their duties responsibly. Violations such as misconduct, insubordination, harassment, unauthorized absences, or policy breaches are addressed promptly. Consequences include verbal or written warnings, salary deductions, and, in severe cases, termination of employment. Repeated performance issues or negligence in fulfilling job responsibilities may result in escalated disciplinary actions. The company also takes a strict stance against theft, fraud, and unethical behavior, which can lead to immediate dismissal. Employees displaying a pattern of absenteeism without valid reasons may face termination, as it disrupts organizational operations. All disciplinary actions are conducted transparently, with employees given the opportunity to respond to allegations. This policy ensures fairness and accountability while promoting a respectful and efficient workplace. Adhering to these guidelines helps maintain the company's professional standards and operational integrity.



Signature



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