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1.0	Abbreviation		
	1.1	HOD	Head of Company/Division/Department
	1.2	GHCD	Group Human Capital Division
	1.3	SCL	Show Cause Letter
	1.4	DI	Domestic Inquiry
2.0	Purpose		
	This procedure describes types of misconduct, processes and actions that ensure a fair, effective and expeditious manner to deal with disciplinary matters.		
3.0	Scope		
	3.1	All staff are expected to practise self-discipline according to the rules and regulations of the Company.	
	3.2	GHCD is responsible to maintain the level of discipline in the Company while the HOD is directly responsible towards staff discipline in their respective areas of responsibilities.	
	3.3	HOD is accountable in ensuring that appropriate actions are taken towards maintaining high standard of discipline amongst their staff at all times. The respective HOD shall prepare a written report to GHCD pertaining to the misconduct involving their staff.	
4.0	Definition		
	Misconduct is defined as improper behaviour or intentional wrongdoing or deliberate violation of work or standard of behaviour.		
5.0	Misconduct		
	5.1	Types of Misconduct	
	(a)	Misconduct relating to duty This refers to staff's conduct that is inconsistent with the due and faithful discharge of duties (e.g. dishonesty, carelessness, insubordination, theft and breach of confidential Company's information).	
	(b)	Misconduct relating to discipline This refers to breach of the Company's rules (e.g. fighting, assault, gambling, damaging company's properties, intoxication, drug abuse, sleeping on duty, tardiness and leaving early from work).	

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	<p>(c) Misconduct relating to morality This refers to immoral conduct (e.g.: indecent acts, engaging in improper relationship with another staff, sexual harassment and keeping, showing or distributing indecent or pornographic materials at the workplace).</p> <p>5.2 Whether a misconduct is categorised as major or minor would depend upon the facts of each particular case.</p> <p>5.3 Misconduct of Criminal Nature</p> <p>5.3.1 In cases of criminal nature (fraud, assault, criminal breach of trust, theft, sexual molestation, etc.) the matter may be reported to the police.</p> <p>5.3.2 In the event the staff is detained by the police, no salary shall be paid to the staff during the detention period until the staff is released.</p> <p>5.3.3 Regardless of whether the police is taking any action or not, the Company has the right to proceed to conduct an inquiry and terminate the service of the staff if the accused is found guilty. In this situation, the SOP for DI shall be applicable as reference.</p> <p>5.3.4 In the event that the accused is subsequently found not guilty in a court of law, the Company is not obliged to take him back to work.</p> <p>5.4 When an act of misconduct has been committed and is known to the Company, it must be decided within reasonable time whether the misconduct warrants disciplinary action.</p> <p>5.5 If the Company fails to take appropriate action or any action at all against the staff who has committed the act of misconduct, the Management is said to have condoned and forgiven the staff of the act.</p>
6.0	<p>Major Misconduct (inclusive but not limited to)</p> <p>6.1 Failure to record attendance upon entering the Company or worksite at the commencement of staff shift or regular working hours and upon leaving the Company or worksite at the end of the shift or regular working hours.</p> <p>6.2 Instructing or asking another staff to record the attendance.</p> <p>6.3 Recording other than staff's own attendance or tampering with any ID card or machine.</p>

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6.4	Wilful insubordination or disobedience to any lawful or reasonable instruction of a superior.
6.5	Theft, fraud or dishonesty in connection with the Company's business or property or customer's property or any attempt or abatement thereof.
6.6	Wilful damage to or loss of the Company or customer's business or goods or property.
6.7	Taking or giving bribes or any other illegal gratification.
6.8	Providing false information in order to be employed.
6.9	Habitual absence without prior approved leave or absence without prior approved leave or reasonable excuse for more than two (2) consecutive working days.
6.10	Late attendance or habitual late attendance.
6.11	Riotous or disorderly behaviour during working hours at the place of employment.
6.12	Negligence or neglect of work or habitual negligence or neglect of work.
6.13	Habitual over-staying sanctioned break hours; i.e. tea, lunch or dinner breaks.
6.14	Launching or participating or inciting other staff to launch or participate in any illegal strike or any form of illegal industrial action.
6.15	Submitting false leave application.
6.16	Being drunk or under the influence of intoxicating liquors or drugs not prescribed by Doctors while at work.
6.17	Assaulting another staff or abatement thereof.
6.18	Inefficiency in performing work.
6.19	Being convicted of any criminal offence.
6.20	Failure to wear uniforms provided for by the Company at all times during work.
6.21	Sporting long hair thus endangering staff while at work or bringing any disrepute to the Company.

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6.22	Transmitting, relaying or disclosing any classified/confidential information of the Company to an unauthorised person or any attempt thereof.
6.23	Participating or witnessing or involved in any form of gambling or card games during working hours or at the Company premises or worksite.
6.24	Leaving work place during working hours without prior permission of the Company.
6.25	Over-staying sanctioned leave without reasonable excuse or without informing or attempting to inform the Company of the excuse for such absence.
6.26	Sleeping during working hours.
6.27	Failure to meet established standard of performance or standard of output.
6.28	Failure to observe Health and Safety Rules or Procedures.
6.29	Participating in any unauthorised financial transactions within the Company premises or worksite.
6.30	Removing another staff's property without prior permission during working hours in the Company premises or at the work site.
6.31	Committing any immoral act or any act of sexual harassment within the Company premises or at the work site.
6.32	Conduct, within the Company premises or worksite, which is likely to endanger life or safety of any natural person.
6.33	Refusal to accept any communication served in the interest of discipline.
6.34	Forging or defacing medical certificate or any other documents to defraud the Company.
6.35	Performing overtime work without any reasonable excuses.
6.36	Holding any meeting within the Company premises without prior permission from Management.
6.37	Ceasing work before the due time without the prior permission of the immediate Supervisor or Superior.
6.38	Posting, altering or removing any document posted on the Notice Board without prior permission of the Company.

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	<p>6.39 Wilful malingering during working hours.</p> <p>6.40 Bringing alcoholic beverages or illegal drugs into the Company premises.</p> <p>6.41 Using abusive or profane language.</p> <p>6.42 In possession of any offensive weapon in the Company premises without authority.</p> <p>6.43 Failure or refusal to submit to medical examination or treatment provided by the Company for any form of illness or injury.</p> <p>6.44 Transmitting, relaying or disclosing any classified/confidential information of the Company through any social media channels, virtual group communication or any attempt thereof.</p> <p>6.45 Any act or omission, which bring disrepute to the image or good name of the Company by any means whether oral, written or by conduct.</p> <p>6.46 Any other act or omission, which contravenes any other rules, regulations, procedures, orders, policies currently enforced by the Company or any Professional body to which the staff is a member.</p>
7.0	<p>Minor Misconduct (inclusive but not limited to)</p> <p>7.1 Absenting without permission and without valid reason.</p> <p>7.2 Entering another department or unit in the Company when not permitted to do so.</p> <p>7.3 Not taking proper care of tools, equipment, etc. entrusted to him/her.</p> <p>7.4 Not properly dressed and attired for work.</p> <p>7.5 Not taking proper care of uniforms provided.</p> <p>7.6 Not keeping the machines and/or workplace clean and tidy.</p> <p>7.7 Excessive use of the telephone for personal calls.</p> <p>7.8 Using company stationery and postage for private correspondence.</p>

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8.0	Procedure
8.1	The immediate superior must carry out a preliminary investigation once the misconduct is discovered in the respective area.
8.2	A suspension letter may be issued by GHCD to the staff depending on the severity of the misconduct and the situation which warrants that the staff to be removed from the workplace during the investigation period due the following reasons: <ul style="list-style-type: none"> 8.2.1 To prevent the staff from removing or destroying evidence. 8.2.2 To prevent the staff from harassing any potential witness at the workplace. 8.2.3 To avoid embarrassment to the staff as well as to staff's colleagues or subordinates. 8.2.4 To forestall the claim of condonation.
8.3	Suspension period shall not be more than fourteen (14) days. Payment for wages during such period are as follows: <ul style="list-style-type: none"> • Staff covered by the Employment Act 1955 – half wages • Staff not covered by the Employment Act 1955 – full wages
8.4	However, depending on the complexity of the case, the suspension period may be extended after the first fourteen (14) days and full pay salary shall apply.
8.5	The immediate superior must determine whether there is a case against the staff.
8.6	Upon confirmation of facts, GHCD will issue the staff a SCL and the staff shall be given five (5) working days to submit a reply in writing.
8.7	After considering the nature of the misconduct and the written explanation submitted, GHCD will make the following decisions: <ul style="list-style-type: none"> 8.7.1 Misconduct that warrants a written warning/caution GHCD will issue the letter and the staff will have to sign acceptance. If the staff is suspended before, the suspension period shall be lifted. 8.7.2 Misconduct that warrants a major punishment or dismissal GHCD will proceed with a Domestic Inquiry.