
	Standard Operating Procedures GHCD	DOC NO: 4.11.2	ISSUE: 2
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1.0	Abbreviation <table><tr><td>1.1</td><td>DI</td><td>Domestic Inquiry</td></tr><tr><td>1.2</td><td>CEO</td><td>Chief Executive Officer</td></tr><tr><td>1.3</td><td>COO</td><td>Chief Operating Officer</td></tr><tr><td>1.4</td><td>ED</td><td>Executive Director</td></tr></table>	1.1	DI	Domestic Inquiry	1.2	CEO	Chief Executive Officer	1.3	COO	Chief Operating Officer	1.4	ED	Executive Director
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2.0	Purpose <p>This procedure describes the process of DI to ensure a fair and effective manner to deal with disciplinary matters. The purpose of DI:</p> <ul style="list-style-type: none">• to search for the truth;• to establish the truth;• to decide if the alleged incident was indeed a misconduct;• to establish who committed the misconduct;• to consider mitigating circumstances (if any);• to recommend appropriate punishment.												
3.0	Scope <p>The Company has the right to penalize any staff who commits misconduct. However, the right to dismiss a staff is limited by two (2) requirements:</p> <ul style="list-style-type: none">a. Procedural requirements – the staff must be treated fairly and justly.b. Substantive requirements – the staff should not be punished without sufficient proof of guilt.												
4.0	Definition <p>As required by the Employment Act 1955, a DI that is a formal hearing is to be held before the staff is dismissed or any other major penalty is imposed.</p>												
5.0	Procedure <p>5.1 A charge sheet and Notice of Inquiry shall be served to the staff and staff shall be given seven (7) days to prepare his/her defence.</p> <p>5.2 A memo/notice shall also be issued to the appointed panel of Domestic Inquiry as approved by the Head, GHCD. The panel members shall comprise:</p> <ul style="list-style-type: none">• One Chairperson• Two panel members												

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	5.3	A memo/notice shall be issued on the appointment of witness/s for the Company.					
	5.4	In DI, the staff is given the opportunity to defend him/herself, to question the witnesses of the Company, to bring any documents and/or witnesses to help the staff on that day.					
	5.5	If the staff is unionised, a trade union official can be present at the DI.					
	5.6	The panel of DI will hear the case and deliberate on its merits and present its findings report to GHCD within five (5) working days after the conclusion of the inquiry.					
	5.7	The transcript of the inquiry as minuted by the recording officer together with the panels' findings report shall be presented to the CEO/COO/ED for the Management's decision.					
	5.8	The Management will make any of the following decisions as appropriate if the staff is found guilty of the misconduct: <ul style="list-style-type: none"> • Issue warning letter • Demote or downgrade the staff • Suspend the staff without salary for a period not exceeding 14 days • Withholding of annual increment (where increment is not contractual) • Reduced or denying bonus (where bonus is not contractual) • Dismiss the staff 					
	5.9	When the inquiry does not disclose any misconduct of the staff, the Company shall restore the other half of the basic salary held during the suspension period and suspension is to be lifted.					
	5.10	The decision shall be communicated to the staff in writing.					
	5.11	A staff may submit his/her appeal in writing to the CEO/COO/ED within seven (7) working days from the date of punishment letter is served to him/her. Any appeal received after the prescribed period will not be considered.					
	5.12	On receipt of the appeal, the CEO/COO/ED will consider the merits of the appeal. The decision of the CEO/COO/ED shall be final.					
	6.0	Flowchart <table border="1"> <thead> <tr> <th>No.</th><th>Flowcharts Title</th><th>Appendix</th></tr> </thead> <tbody> <tr> <td>6.1</td><td>Disciplinary & DI Process Flow Chart</td><td>Appendix 1</td></tr> </tbody> </table>	No.	Flowcharts Title	Appendix	6.1	Disciplinary & DI Process Flow Chart
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