

Disciplinary Action Policy

1. Purpose

The purpose of this policy is to establish a clear and fair framework for addressing employee behavior or performance issues that do not meet the Company's standards. It aims to correct misconduct, promote improvement, and ensure a respectful, safe, and productive workplace.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary, contractors, and interns.

3. Principles

- Disciplinary actions will be consistent, fair, and proportional to the misconduct.
- Employees will be given the opportunity to respond before any decision is finalized.
- Confidentiality will be maintained throughout the disciplinary process.
- Retaliation against employees involved in disciplinary procedures is prohibited.

4. Types of Misconduct

Minor Misconduct

- Occasional tardiness or absenteeism without valid reason.
- Failure to follow minor instructions or procedures.
- Inappropriate behavior that does not cause serious harm.

Serious Misconduct

- Repeated violations of Company policies.
- Negligence resulting in damage to property or work quality.
- Unauthorized use or theft of Company resources.
- Harassment, bullying, or discrimination.

Gross Misconduct

- Violence or threats of violence.
- Fraud, theft, or embezzlement.
- Willful damage to Company property.

- Serious breaches of confidentiality or data security.
- Substance abuse during work hours.

5. Disciplinary Procedures

Step 1: Informal Counseling

- For minor issues, supervisors may provide verbal counseling to correct behavior.
- Counseling sessions will be documented informally.

Step 2: Verbal Warning

- If the behavior persists, a formal verbal warning will be issued.
- The warning will specify the nature of the misconduct and expectations for improvement.

Step 3: Written Warning

- A written warning will be issued for repeated or more serious offenses.
- The warning will be placed in the employee's file and include consequences if behavior continues.

Step 4: Final Written Warning

- If misconduct continues, a final written warning may be issued.
- This serves as a last chance before more severe action.

Step 5: Suspension

- Suspension without pay may be applied for serious or repeated violations pending further investigation or as disciplinary action.

Step 6: Termination of Employment

- Termination may occur for gross misconduct or failure to improve after warnings.
- The decision must be approved by HR and senior management.

6. Investigation Process

- Upon reporting or detection of misconduct, a prompt, fair investigation will be conducted.
- The employee will be informed of allegations and given an opportunity to respond.

- Evidence will be collected through interviews, documents, and other relevant sources.

7. Employee Rights

- Employees have the right to be informed of allegations and evidence.
- They may present their case and provide witnesses or evidence.
- They may be accompanied by a colleague or union representative during disciplinary meetings where applicable.

8. Appeal Process

- Employees have the right to appeal disciplinary decisions within a specified time frame.
- Appeals will be reviewed by a higher authority independent of the initial decision-maker.
- The outcome of the appeal is final.

9. Confidentiality

- All parties involved must maintain confidentiality during and after the disciplinary process.
- Information will be shared strictly on a need-to-know basis.

10. Documentation and Record-Keeping

- All disciplinary actions and related documents will be recorded and maintained in the employee's confidential personnel file.
- Records will be retained as per legal and Company requirements.

11. Training and Awareness

- Managers and supervisors will receive training on recognizing misconduct, applying the disciplinary policy fairly, and conducting investigations.
- Employees will be informed about expected standards and consequences of misconduct.

12. Responsibilities

Managers and Supervisors

- Enforce the disciplinary policy consistently.
- Address issues promptly and fairly.
- Maintain documentation.

Human Resources

- Support investigations and disciplinary procedures.
- Ensure legal compliance and fairness.
- Maintain records and provide guidance.

Employees

- Comply with Company policies and procedures.
- Maintain professionalism and integrity.
- Cooperate with investigations.

13. Related Policies

- Employee Code of Conduct
- Anti-Harassment & Anti-Discrimination Policy
- IT and Data Security Policy
- Leave and Attendance Policy

14. Review and Updates

- This policy will be reviewed annually and updated as necessary to reflect legal requirements and best practices.
 - Updates will be communicated to all employees.
-