

Disciplinary procedure for Bulgaria

[Last updated: May 2023]

1. Purpose

This document aims to give information to all employees regarding the process of disciplinary procedure in Bulgaria. The information below is also visible in the Code of Conduct for the Bulgarian office of translate plus.

2. Involved company members

All company members could be subject to disciplinary actions if they don't observe the company code of conduct and labour contract responsibilities.

3. Disciplinary procedure in translate plus Bulgaria

- 3.1. All employees should observe the work discipline and execute their responsibilities effectively, as stated in the labour contract and the Code of Conduct.
- 3.2. The direct manager and the Director are making sure that employees observe the labour discipline.
- 3.3. The following cases are considered for breaches of the labour discipline, regulated by art. 187 of the Labour code:
 - Coming late to work, leaving work earlier, not coming to work or not efficiently using the working hours.
 - Coming to work in a state that doesn't allow the employee to perform their daily responsibilities.

- Not completing the assigned tasks, not keeping the technical and technological rules.
- Not adhering to the health and safety work rules.
- Not adhering to the legal orders of the employer.
- Abusing the trust and the company image, as well as disclosing information, which is confidential for the company, to an external party.
- Damaging the company's property and materials.
- Not performing other work assignments, stated in the law and other lawful acts, determined by the employment contract.

3.4. The systematic breach of the labour discipline is whenever the employee has done three or more separate breaches.

3.5. It's not considered a breach of the discipline if the employee does not execute an illegal order of the employer, an order which is outside the responsibilities of the employees, an order from an incompetent institution, or an order which is not submitted in the way established by the law.

3.6. The employees who have violated the labour discipline will be penalised in the ways provided by the Labour code:

- Reprimand
- Dismissal warning
- Dismissal

3.7. Disciplinary penalty /dismissal/ is imposed for a breach, determined by art. 190 of the Labour code and does not lose validity:

- Being late three times or leaving work early in one month, each of these not shorter than one hour.
- Not going to work for two consecutive days.
- Systematic breaches of the labour discipline.
- Abusing the trust of the employer and disclosing confidential information.
- Harming clients by fraud in price and quality of the service.
- Participating in gambling via telecommunication facilities of the company.
- Other significant breaches of the labour discipline.

3.8. Before imposing disciplinary penalties the employer has to listen to the employee's explanation or to accept their written explanations.

3.9. The employer could temporarily remove from work the employee who has come to work in a state that doesn't allow them to perform their responsibilities or who uses during working hours alcohol or other intoxicating drugs.