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## 1. PURPOSE:

**1.1.** To define the organizations Human Resource Department procedures including the disciplinary procedure and related rules. To make all the employees of the organization aware of the said procedure

## 2. SCOPE

**2.1.** All the Employees of the Organization

## 3. DISTRIBUTION

- 3.1.** Human Resource Dept
- 3.2.** All Department HODs
- 3.3.** Organization Administration
- 3.4.** Organization Management

## 4. ABBREVIATIONS

**4.1.** **HR:** Human Resource

## 5. RESPONSIBILITY:

- 5.1.** Human Resource Department
- 5.2.** Dept HODs
- 5.3.** Organization Administration
- 5.4.** Organization Management

## 6. POLICY DETAILS:

### 6.1. Recruitment or Employment:

- 6.1.1.** Application against any vacancy must be accompanied by a resume wherein the applicant shall furnish all the correct in respect of his date of birth, age qualifications and work experience, if any, and copies of his credentials
- 6.1.2.** The applicant will be allowed to join his duty only after undergoing a medical examination by a Medical Officer selected by the Organization for this purpose
- 6.1.3.** Every employee shall furnish his correct address and any change in address must be intimated to Personnel Department within (2) two days of such change. In case the employee has not communicated to his employer the change in his residential address, his last known address shall be treated by the employer as his residential address for sending any communication
- 6.1.4.** The employee shall devote his whole / required time exclusively in the interest of the Organization
- 6.1.5.** No employee shall engage in any other business or activity during his service period with the Organization, nor shall divulge any information of the Organization under any circumstances until he is specifically so directed to do so by the Management

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- 6.1.6.** No employee shall take any materials / Organization's property for any purpose outside the premises without written approval of the appropriate authority declared by the Management for the purpose of issue of materials
- 6.1.7.** No employee shall carry with him any article which is dangerous to life or property or any lethal weapon, explosive, explosive substances or any obnoxious articles considered to be dangerous. The Security personnel shall have the right to detain the article at the gate and prohibit the concerned employee to go inside the Organization
- 6.1.8.** The employee shall follow the rules and regulations of the Organization. Besides these the employee shall follow all safety rules formulated to that effect, while he is on duty
- 6.1.9.** Every employee shall keep the machines, equipment, components or tools in clean condition in his working area
- 6.1.10.** Every employee shall maintain and ensure the safety of the Organization, patients, visitors, fellow personnel and environment associated with the continuous process of work in the Organization
- 6.1.11.** No person shall be appointed as an employee if he has been dismissed from the services of the establishment or any other industry in Private and/or Public Sector or who has been convicted by any criminal court for any offence involving moral turpitude
- 6.1.12.** Subsequent to his appointment as an employee, if from any source it comes to the notice of the Management about his misconduct or fraud in previous employment which would have made him ineligible for employment, his service shall be liable to be terminated without any further notice or pay in lieu thereof as laid down in the terms of his appointment.

## 6.2. Medical Examination

- 6.2.1.** All new recruitment in the establishment shall be subject to medical examination by Organization's Medical Officer or Medical officer nominated by the Organization and on qualifying the medical fitness norms
- 6.2.2.** In the event of medical unfitness, the appointment of the concerned employee shall be null & void & shall stand terminated automatically
- 6.2.3.** If in the opinion of the higher authority any employee is unable to perform his normal duties or has physical or mental disability, the Management may direct such employee to appear before the Organization's Medical Officer. In the event of the employee being found medically unfit by the Medical Officer and a certificate to that effect is issued by him, the employee will be discharged from the services subject to the provisions of any law in force at the time for such discharge.

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### **6.3. Record of qualification & experience**

- 6.3.1.** Every employee at the time of employment shall produce authentic documentary proof of his age, date of birth, qualification and work experience, if any, and the said information shall be a point of record maintained in personnel department
- 6.3.2.** In the event of furnishing of wrong or incorrect information by the employee deliberately or if it is transpired at any point of time that the employee has done it deliberately to seek employment, the same will be viewed seriously resulting in penal action as laid down in the later part of these standing orders.

### **6.4. Duties and Obligation of Employees while on duty**

- 6.4.1.** Every employee shall carryout the work for which he has been employed and to the best of his ability and in accordance with the specific or general instructions given to him by his superior authorities from time to time
- 6.4.2.** Every employee shall be responsible and shall take proper care of all documents, machineries, tools, equipment, or any other Organization Property etc. generally or specifically entrusted to him
- 6.4.3.** No employee shall take out any tools, equipment, documents or registers belonging to the Organization without a valid gate pass duly authorized by the competent authority
- 6.4.4.** Every employee shall take due precautions to safeguard the establishment's property and shall take precautionary measures to protect the same from accidents, damage or fire
- 6.4.5.** Every employee shall report immediately to his superior authority on noticing any defect developing in any machinery, equipment, connected to his work. Similarly, the employee shall immediately inform any defect or occurrence which, in his opinion, may result in damage to the Organization's property
- 6.4.6.** Every employee shall keep his workplace clean and tidy
- 6.4.7.** Every employee shall observe and practice safety instructions and fire prevention while on duty
- 6.4.8.** Every employee provided with personal protective equipment for his/her safety must wear them when necessary.

### **6.5. Identification:**

- 6.5.1.** Every employee shall be provided with an identity card as prescribed by the Management for the purpose of identification of the employee. Substitute methods of identification may be introduced by the Management at any time to suit the requirements of the Organization
- 6.5.2.** Every employee shall wear the identity card provided by the Management, to be completely visible while entering or leaving the Organization

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- 6.5.3.** Every employee on demand by the Security personnel or any other person so authorized, shall produce the Identity Card for verification
- 6.5.4.** No employee shall be allowed inside the Organization premises without Identity Card until a written permission is brought from his departmental head
- 6.5.5.** In the event of loss or defacement or damage of Identity Card as the case may be, the concerned employee shall immediately bring it to the notice of the personnel department within 48 hours. A duplicate Identity Card will be issued on payment or recovery amount from the employee
- 6.5.6.** The employee cannot transfer the Identity Card issued to him by the Management.
- 6.5.7.** The employee shall surrender or deposit the Identity Card to the Personnel Department at the time of leaving the service

#### **6.6. Entry, Exit and Liability for Search**

- 6.6.1.** Every employee shall enter and leave the Organization premises by the gates notified for the purpose by the Management
- 6.6.2.** The gate meant for entry and exit may be closed at the discretion of the management during the working hours and the employee must not leave the Organization without prior written permission from the appropriate authority authorized by the Management
- 6.6.3.** All the employees are liable to be searched by the security staff or any other officer so authorized by the Management while entering and leaving the Organization premises. However, a female employee will be liable for search by a female security staff only
- 6.6.4.** No employee shall be allowed to enter the Organization premises when s/he is under suspension or has been discharged or has resigned and has been relieved, without written permission of the appropriate authority. In the event of forceful entry by any employee inside the Organization premises, the Management may take suitable action
- 6.6.5.** Any employee suspected to be in wrongful possession of any articles belonging to the organization's property or any article prejudicial to the safety and security of the men, machine and establishment, will be called upon to submit for a search before the security or any other person authorized by the Management for the purpose. In case of Female workers only female security staff or any female staff designated by the management for this purpose will conduct the necessary search.

#### **6.7. Working Hours**

- 6.7.1.** The working Hours and shifts shall be arranged in such manner as may be convenient for the working of the Organization and may be changed and modified as per the exigencies of work. General working hours shall be in conformity with

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the provisions laid down under the Factories Act or any other provision of law for the time being in force

- 6.7.2. In the event of emergencies i.e., promulgation of prohibitory orders under “Section 144”, curfew, riot, bandhs, lock out or any other mass movement, the Management may alter the hours of work as per the convenience of legal formalities. Notice of such alteration of hours of work shall be displayed on the main notice board or any other notice board inside the Organization premises and the employee will have to work as per the requirement.

#### **6.8. Shift Working**

- 6.8.1. Shift working shall be regulated in conformity to the provisions laid down under the Factories Act and rules thereof. More than one shift may be worked in any department or any sections of the establishment at the discretion of the Management in a day
- 6.8.2. The patient care in the Organization being a continuous one, employees are to report on shifts strictly on time as fixed by the Management
- 6.8.3. The Organization authority reserves the right to make alterations in the shifts and hours of working of each shift, at its direction
- 6.8.4. Employees shall be transferred from one shift to another shift and from one department to another department at the sole discretion of the Management
- 6.8.5. In the event of reduction or discontinuance of any shift, if a regular employee is likely to be affected or discharged, the Management shall give notice if the duration of reduction or discontinuance is for more than one month
- 6.8.6. No employee shall leave the work spot until the reliever takes charge of the shift duty from the previous shift in-charge.

#### **6.9. Over Time**

- 6.9.1. Subject to provisions of the Factories Act and rules thereof or any other legislation for the time being in force, the Management at its discretion may direct any employee or group of employees to work overtime on any day including weekly holidays or national and festival holidays

#### **6.10. Attendance and Late Coming:**

- 6.10.1. Every employee shall be present at work at the time fixed and notified. Every employee shall register his attendance by biometric and in such manner as prescribed and notified by the Management from time to time
- 6.10.2. Any employee attending late to his/her duty shall not be allowed for duty and shall be liable for deduction of half day salary for every late arrival day from his wages, if arriving late by more than 75 minutes in a month, as per the provisions laid down under payment of Wages Act & Rules thereof.

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- 6.10.3.** Any employee found absent from his place of work or if he ceases to work or refuses to work in his place of work, shall be marked absent for the whole day, or half day, if his absence commences before after the rest interval. Moreover, such employee shall also be liable for disciplinary action
- 6.10.4.** In the event of refusal or failure to punch biometrics by any employee or if he does not punch his card or fails to comply with any other system of attendance, he shall not be allowed for duty and shall be marked absent for that day
- 6.10.5.** All employees after giving attendance at the time office must reach their place of work immediately
- 6.10.6.** In the operation of continuous process or essential services jobs, the employee cannot leave his workplace on completion of shift until his reliever reports at the work place
- 6.10.7.** If any employee is absent from his duty without prior written permission or justified reason to the satisfaction of the departmental head / manager, disciplinary action shall be taken against him including deduction of wages for the period he has absented unauthorized.

#### **6.11. Weekly Holidays**

- 6.11.1.** Weekly holidays will be arranged on a staggered basis for employee working in shifts or in general shift
- 6.11.2.** In the event of exigencies of work or any emergencies, the Management reserves the right to alter the weekly holiday of any employee without affecting his conditions of service
- 6.11.3.** No employee shall refuse to carry any work on any weekly holiday if he is asked by the Management in the event of exigencies or emergency. Rendering services by the employee on any weekly holiday shall be compensated as per the provisions of law in force.

#### **6.12. Publication of Holidays and Pay Days:**

- 6.12.1.** Notice specifying the days observed by the Organization as holidays shall be displayed on the Time Office Notice Board. However, the Management reserves the right to declare any day as holiday without any previous intimation to the employees. Under such circumstances, it will be declared as a paid holiday without affecting the quantum of holidays declared previously
- 6.12.2.** Festival and National Holidays as notified for this area under the local labor policy regulations will be allowed subject to specified conditions
- 6.12.3.** No wages for such holidays shall be payable to any employee unless he/she put in at least 30 days work within a continuous period of 90 days immediately preceding

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the holiday and no wages for any such holiday will be paid to any employee who is on leave with wages on such holiday

- 6.12.4.** The employees engaged in the essential service departments shall continue to work irrespective of declaration of a holiday as per local labor policy regulations. On rendering services on the national or festival holiday, the employee will be eligible to get benefit as per the provision laid down under local labor policy regulations
- 6.12.5.** If any of the national or festival holidays falls on Sunday or any weekly off day of any employee, no substitute holiday shall be allowed to such employee. However, the employee will be paid one day wages for such festival holiday
- 6.12.6.** Employee required to work on holidays & weekly holiday: If the Management or any departmental head is of the opinion that any department is to function on any holiday or weekly holiday on emergency, the Management/department head may call any employee directing him to work on such holiday or weekly holiday shall be eligible to get the benefit of extra wages as laid down under the Factories Act
- 6.12.7.** The quantum of national & festival holidays for a calendar year shall be displayed on the Time Office Notice Board and on the Departmental notice board.

#### **6.13. Transfer:**

- 6.13.1.** The Management reserves the right to transfer any employee at any time from one department to another, from one shift to another shift, from the existing establishment to any other organization situated in the same place or elsewhere and whether existing at the time of these standing orders come into force or comes into existence and is setup in future by the Organization, provides such transfer does not entail reduction in the wages and benefits received by the employee. The management may depute any employee for outstation duty in connection with work or business of the Organization
- 6.13.2.** In the event of transfer from one factory / industry to another factory / industry, the employees will be required to follow the rules and regulations in force in that establishment.

#### **6.14. Payment of Wages / Salary and Wage Rate**

- 6.14.1.** All wages/salary due to employee shall be disbursed on or before the 5<sup>th</sup> day of every month, However, in the event of bandh, bank closing or holiday falling on the 5<sup>th</sup> day, the wages shall be disbursed either on the previous or subsequent day
- 6.14.2.** Any unclaimed wages due to any employee shall be disbursed on the 15<sup>th</sup> day of every month or any other day decided by the Management from time to time, which will, however, be notified on the notice board

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- 6.14.3.** No employee shall claim his unpaid wages as a matter of right, if he fails to collect the wages on 10<sup>th</sup> day or 15<sup>th</sup> day or any other day notified by the Management. He will, however, be paid his dues wages on the pay day in the subsequent month
- 6.14.4.** In the event of failure or inability of any employee to collect his due wages on the stipulated pay days he may authorize in writing any of his / her relatives or a co-employee to collect his wages on the day stipulated for disbursement

#### **6.15. Employees to Leave Organization Premises Immediately**

- 6.15.1.** The employee who is under suspension, dismissed or has resigned and is relieved or is not in duty for any reason whatsoever, shall leave the Organization premises immediately. In case he desires to meet any authority during the aforesaid period, he must obtain prior permission

#### **6.16. The Management reserves the right**

- 6.16.1.** To grant the leave keeping in view the exigencies of work and employees cannot claim leave as a matter of right
- 6.16.2.** To recall the employee on leave during exigencies of work
- 6.16.3.** To refuse to entertain the leave application, or to reject the leave application if the employees take recourse to mass leave in a concerted manner
- 6.16.4.** No employee shall proceed on leave until he obtains the sanction of leave in writing from the sanctioning authority
- 6.16.5.** The number of times which annual leave may be taken shall not exceed three in any calendar year
- 6.16.6.** Annual Leave will not be granted for less than three full days
- 6.16.7.** Annual leave will not be granted retrospectively to cover absence without leave
- 6.16.8.** If the employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment, unless he returned within eight days of expiry of leave and explains to the satisfaction, his inability to return before expiry of his leave.
- 6.16.9.** Annual leave in excess of 30 days shall lapse
- 6.16.10.** Probationers (except those who are permanent), temporary, casual and substitute employee shall lose their lien on appointment if they are absent for continuous five working days (including holidays or weekly off, etc.)
- 6.16.11.** If an employee is involved in a criminal case or he/she unable to attend for work on that account and applied for leave, the management is not bound to grant such leave and the employee will lose his lien on the appointment

#### **6.17. Procedure for Applying for Leave**

- 6.17.1.** Any employee who desires to obtain leave shall apply to the sanctioning authority in the prescribed format 5 days prior to availing such leave. The

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sanctioning authority may communicate the decision in that behalf two days prior to the intended date of availing leave

- 6.17.2.** Leave application for less than 3 days must be made at least 24 hours before the commencement of the leave period. However, application for leave on medical ground or death in the family, grave natural calamities or in urgent cases caused by unforeseen contingencies may be made on the same day
- 6.17.3.** Every leave application must carry the contact address of the employee during the leave period

#### **6.18. Procedure for Extension of leave:**

- 6.18.1.** If, an employee, after proceeding on leaves desires to extend his leave period, he is required to send a written application to the sanctioning authority to reach before the expiry of the sanctioned leave. On receipt of such application, the sanctioning authority may either grant or refuse the extension of leave and communicate his decision to the concerned employee

#### **6.19. Procedure for handling unauthorized absence**

- 6.19.1.** Any employee who overstays beyond the sanctioned leave period without any application or permission shall be treated to be unauthorized absent from the duty. In the event of overstay for 8 days after the expiry sanctioned leave period, it will be considered that the concerned employee has voluntarily abandoned his service

#### **6.20. Procedure for Leave without pay**

- 6.20.1.** Authorized leave without pay may be granted by the Departmental Head at his discretion under exceptional circumstances, where there is no annual leave to the credit of the employee
- 6.20.2.** Grant of leave: Grant of leave to an employee shall depend on the exigencies of work of the Organization and shall be at the discretion of the manager or Officer authorized in this behalf
- 6.20.3.** If on account of sickness, accidental and or the like, an employee is unable to resume his duties on the expiry of leave he shall at once notify the Organization. If his inability is due to sickness or accident, he shall furnish a Medical Certificate notifying his inability to resume work

#### **6.21. Procedure for Casual leave:**

- 6.21.1.** All the permanent / regular employees of the Organization shall be eligible for causal leave for such number of days as decided by the Management.
- 6.21.2.** Casual leave cannot be availed as a matter of right
- 6.21.3.** Casual leave cannot be carried forward at the end of the calendar year and the un-availed casual leave will lapse

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- 6.21.4.** Casual leave cannot be sanctioned at a stretch for more than 2 (two) days
- 6.21.5.** Casual leave cannot be combined with any other leave
- 6.21.6.** An employee will be sanctioned casual leave only on the ground of urgency or unforeseen exigencies

#### **6.22. Sick leave:**

- 6.22.1.** All the permanent / regular employees of the Organization shall be eligible for sick leave for such number of days as decided by the Management
- 6.22.2.** The leave application should be made in the prescribed form of the Organization
- 6.22.3.** The employee applying for sick leave must enclose a copy of the doctor's prescription / certificate along with the leave application, if he is already suffering at the time of application
- 6.22.4.** Prior sanction of leave in the event of serious illness will not be required but the concerned employee shall make necessary arrangement to send the information through a relative or a friend or by post whichever is possible. However, after recovering from the illness, the concerned employee is required to regularize his leave with a leave application supported by a medical certificate issued by the medical officer of the Organization

#### **6.23. Essential Service Departments**

- 6.23.1.** The staff in essential service departments should be available round the clock to attend work exigencies

#### **6.24. Deduction from Wage and Recovery**

- 6.24.1.** Deduction from Wages / Salaries will be made for the following reasons:
  - 6.24.1.1.** Any other deductions authorized under Payment of Wages Act and rules framed there under
    - 6.24.1.1.1.** Fine
    - 6.24.1.1.2.** Absence from duty
    - 6.24.1.1.3.** Deduction may be made for damages or loss of goods expressly entrusted to an employee for custody or loss of money for which he is required to account for where such damage or loss is directly attributable to his neglect or default
  - 6.24.1.4.** Any amount payable by an employee to the Organization may be deducted from his dues, if any, payable to him, by the Organization
  - 6.24.1.5.** Any other deductions as per statutes may be made from the wages of an employee
  - 6.24.1.6.** Rental value of any house accommodation provided by the Organization

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- 6.24.1.1.7.** Amenities or services supplied by the Organization
- 6.24.1.1.8.** Recovery of advance or for adjustment of over payment of wages
- 6.24.1.1.9.** Any other deductions required to be made by order of a court or other authority competent to make such order
- 6.24.1.1.10.** Subscriptions to and for repayment of advance from Provident Fund.

#### **6.25. AGE OF RETIREMENT**

- 6.25.1.** All employees shall retire from the service on attaining the age of 58 years as per the records of the Organization. The Management, however, at its discretion may grant extension or give re-employment after the age of 58 years for such period or on such terms as it deems proper

#### **6.26. ACTS OF MISCONDUCT**

- 6.26.1.** Without prejudice to the general meaning of the expression “Misconduct”, it shall mean and include the following acts whether done alone or in combination with other. These acts are only illustrative and not exhaustive
- 6.26.2.** Willful insubordination, disobedience or insult to superiors or disobedience of any lawful or reasonable order of a superior, whether done alone or in combination with others
- 6.26.3.** Theft, fraud, breach of trust or dishonesty in connection with the employer’s business or property, or of co-employees, customers or visitors
- 6.26.4.** Willful slowing down in performance of work
- 6.26.5.** Willful damage to or causing loss of Organization’s property or sabotage of work in progress whether alone or in combination with others.
- 6.26.6.** Demanding, offering or accepting bribes or any illegal gratification
- 6.26.7.** Striking work either singly or in combination with others in contravention of these standing orders or any statute, law rule or enactment for the time being in force or inciting any employee while within the precincts of the works of the Organization to strike work
- 6.26.8.** Participation in or instigation to an illegal strike, inciting other employees to take part in an illegal strike, go-slow, stay-in-strike, in any form, or illegal strike or action in furtherance of such strike
- 6.26.9.** Taking or giving bribes or accepting any illegal gratifications or indulging in any corrupt practice
- 6.26.10.** Conducting meetings within the Organization which is likely to be endanger the life or safety of any person
- 6.26.11.** Gambling in the Organization’s premises
- 6.26.12.** Drunkenness, intoxication or riotous or disorderly or indecent behavior threatening, intimidating or coercing other employees or interfering with the work of other employees, or assault or threat of assault either provoked or otherwise

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- 6.26.13.** Canvassing or Union or party membership or the collection of membership fees or party dues funds or contribution in the Organization's premises without Manager's permission
- 6.26.14.** Disclosing to any person information in regard to the processes or interests of the Organization without its authority
- 6.26.15.** Smoking in the Organization's premises except in places where smoking is permitted
- 6.26.16.** Habitual absence without leaves of absence without leave for more than 5 consecutive days or overstaying the sanctioned leave without reasonable and satisfactory grounds
- 6.26.17.** Habitual late attendance
- 6.26.18.** Unauthorized absence from the place of work during working hours without prior permission or reasonable cause
- 6.26.19.** Commission of any acts sub verse to discipline or to good behavior within the establishment or outside the Organization premises, which affect the discipline of the establishment
- 6.26.20.** Handling away or attempting to hide away any article / material belonging to the establishment or any persons on the premises
- 6.26.21.** Engaging in private work or trade within the Organization or engaging in other employment while still in the service of the Organization without the permission of the Management
- 6.26.22.** Riotous or disorderly behavior, threatening, intimidating co-employees / other employees, or interfering with the work of other employer or otherwise, within the Organization premises or outside, having subversive effect on Organization discipline
- 6.26.23.** Unauthorized possession of the lethal weapon on the Organization's premises
- 6.26.24.** Allowing Unauthorized person(s) to operate his machine
- 6.26.25.** Interfering or tampering with or willful falsification, defacement or destruction or Forging of any record belonging to the Organization or to fabricate false evidence in order to get benefit out of it whether for himself or for any other person
- 6.26.26.** Conviction by any court of law for any criminal offence or moral turpitude
- 6.26.27.** Possession of any lethal weapon in the Organization's premises without the permission of the Management
- 6.26.28.** Making or giving a false statement before a superior or forging the signature of the superior
- 6.26.29.** Willful and serious defects in employee ship and not giving the daily outturn fixed by the Organization for each category of employees
- 6.26.30.** Gross or habitual neglect or negligence of work
- 6.26.31.** Loitering, idling or wasting time during working hours himself or in combination with others

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- 6.26.32.** Indulging in money lending or borrowing amongst Organization employees
- 6.26.33.** Reporting to duty in an intoxicated condition, fighting or endangering the life or safety of any person or possession or narcotic drugs or alcoholic drinks inside the factory
- 6.26.34.** Refusal to work on any other area specifically instructed by the superior authorities
- 6.26.35.** Engaging oneself in personal work within the Organization premises during working hours or engaging in double employment or any other profession after the duty hours
- 6.26.36.** Refusal to accept transfer from one job to another or from one shift to another or from one section or department to another whether locally or out of station from one establishment to any other establishment under the same Management, when wages are not affected adversely
- 6.26.37.** Organizing, holding, attending or taking part in any meeting or gathering within the Organization premises or in any of the premises owned by the establishment without prior written approval of employer
- 6.26.38.** Sleeping while on duty
- 6.26.39.** Refusal to do overtime on any day or refusal to work on weekly off day or holiday during exigencies of work, save and except on health ground, being duly certified so by the Organization's medical officer
- 6.26.40.** Any act of coercion against the Management or any of the managerial personnel of the Organization for fulfillment of demands.
- 6.26.41.** Expectorating or otherwise committing nuisance within the Organization premises
- 6.26.42.** Taking tips inside the premises of the Organization
- 6.26.43.** Refuse to accept any charge sheet, notice or letter or any other communication issued by the Management
- 6.26.44.** Indulging in any Union or Political activities inside the Organization premises in course of employment or out of employment
- 6.26.45.** Refusal to use punching machine for time keeping or any other method for ensuring attendance
- 6.26.46.** Habitual absence to the duties
- 6.26.47.** Omission to perform any legitimate duty which he is supposed to perform or has been performing in the past
- 6.26.48.** Willful failure to notify the Management of any change in residential address
- 6.26.49.** Breach of standing orders or rules or any law applicable, to the establishment or any rules and regulations, instructions, practices, in connection with methods and procedures, not in-consistent with the standing orders, for the purpose of regulating work maintaining the safety of the personnel, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the establishment of individual departments / sections

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**6.26.50.** Leaving the workplace before the arrival of reliever at the workplace

#### **6.27. SERVICE CERTIFICATE**

**6.27.1.** Every permanent employee shall be entitled to a service certificate without avoidable delay from the Organization at the time of leaving the services or on dismissal or discharge, resignation or retirement

#### **6.28. ACCIDENTS**

**6.28.1.** Whenever any employee meets with an accident during the courses of his employment and within the premises of the Organization, the same shall be reported forthwith by the employee and if he is unable to move, by the employee present at the place of accident, to the concerned department head who will in turn notify the accident with details as to the nature and cause of the accident to HR Department for onward submission of report to authorities as per the provisions of the Factories Act and rules thereof.

#### **6.29. AMENDMENT OF STANDING ORDERS**

**6.29.1.** The Management reserves the right to amend these standing orders in accordance with the provisions of the Industrial Employment (Standing Orders) Act.

#### **6.30. UNIFORMS**

**6.30.1.** Any employee provided with uniform shall have to put on the same during duty hours failing which necessary action will be taken against the defaulter as deemed just and proper

#### **6.31. RECORDS**

S No	Record	Responsibility	Review (Years)
1	Doctors Personal Files	HR Incharge	1
2	Staff Personal Files	HR Incharge	1
3	Leave Registers	HR Incharge	1
4	Attendance Registers	HR Incharge	1

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S No	Record	Responsibility	Review (Years)
5	Disciplinary Action Register	HR Incharge	1

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