

Disciplinary Action Policy

Conforms to ISO 27001:2013

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1. Introduction

1.1 Purpose

Our Disciplinary Action policy explains how we address misconduct, breach of information or inadequate performance within the organisation. Employees/consultants must be aware of the consequences of their actions. We use this policy to outline our disciplinary procedure.

1.2 Scope

This policy applies to all our employees

1.3 The Issue Status

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this document.

When any part of this document is amended, a record is made in the Amendment Log shown below. The Manual can be fully revised and re-issued at the discretion of the Management Team. Please note that this Manual is only valid on the day of printing.

Issue	Amendment	Date	Initials	Authorised
1	Initial Issue	02/01/2022		ISMS Manager

2. Disciplinary Action

2.1 Policy Elements

The stages that may be followed when discipline is deemed necessary include the following:

1. Verbal warning
2. Corrective Actions/Counselling
3. Official written reprimand
4. Disciplinary meeting with the appropriate supervisor or manager
5. Final written warning
6. Detraction of benefits
7. Indefinite suspension or demotion
8. Termination

The nature of the offence must be explained to the employee from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

These documents include the time limit in which an employee must correct their conduct before we take further disciplinary action.

The following scenarios indicate where the disciplinary procedure starts depending on the violation:

Performance Issues

Disciplinary procedure starts at stage 2. It includes but is not limited to:

- Failure to meet performance objectives
- Attendance issues
- Failure to meet set goals

Misdemeanours/One-time minor offence

Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Rude behaviour to customers or partners
- On-the-job minor mistakes
- Involuntary Discrimination

Misconduct/Frequent offender

Disciplinary procedure starts at stage 5. It includes but is not limited to:

- Lack of response to counselling and corrective actions
- Lost temper in front of customers or partners
- On-the-job major mistakes
- Unwillingness to follow health and safety standards

Severe offensive behaviour/Felony

Disciplinary procedure starts at stage 8. It includes but is not limited to:

- Corruption/ Bribery
- Breach of employment agreement
- Breach of Information security policies
- Harassment/ Voluntary discrimination
- Workplace Violence
- Embezzlement/Fraud
- Substance Abuse

2.2 Procedures

Managers or HR may choose to repeat the stages of our disciplinary procedure as appropriate. This decision depends on the employees' reaction to our disciplinary procedure, whether they repent their behaviour and the nature of their offence.

Our disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, managers or HR must investigate the matter first.

Appeals are allowed and must be filed to the next line of management as soon as possible. HR and managers should document every stage of our disciplinary procedure (except the verbal warning.) If appropriate, include necessary information like evidence, testimonies and employee's progress or improvement.

2.3 Breach of Information Security

Breach of the Information security systems will be handled based on the Corrective and Preventive Action Plan.