

Employee Disciplinary Policy

Following steps will be taken into consideration for disciplining an employee:

- An accurate statement of the disciplinary problem.
- Collection of data or facts bearing on the case.
- Selection of tentative penalties to be imposed.
- Choice of the penalty.
- Application of the penalty.
- Follow – up on the disciplinary action

Disciplinary actions for various offences

Type of offence	First Offence	Second Offence	Third Offence	Fourth Offence	Fifth Offence
Unexcused absence	Warning	Warning	Warning	Suspension	Discharge
Unauthorized soliciting	Warning	Warning	Suspension	Discharge	
Theft	Discharge				
Carelessness	Warning	Warning	Warning	Suspension	Discharge
Sleeping on the job	Warning	Warning	Suspension	Discharge	
Insubordination	Warning	Warning	Suspension	Discharge	
Leaving work without permission	Warning	Warning	Suspension	Discharge	
Slow down on production	Warning	Warning	Suspension	Discharge	
Willingly full damage of property & abuse or unauthorized access or use of IT system	Discharge				
Unexcused / excessive lateness	Warning	Warning	Warning	Suspension	Discharge

These misconducts and disciplinary action are for general reference. Detailed misconduct and disciplinary action would be as per the provisions of certified standing order of the company.