

WWW.UQCGLOBAL.COM	DISCIPLINARY AND TERMINATION POLICY
Doc. No.: UQC/POL/10 Page No.- 10	Issue No.: 01 Issue Date: Page 1 of 3

DISCIPLINARY AND TERMINATION POLICY

1. WORKMEN RESPONSIBILITY:-

No worker in the Factory

- 1) Shall willfully interfere with or misuse any appliance, convenience or other thing provided thing in the factory for the purpose of securing the health, safety or welfare of the workmen.
- 2) Shall willfully and without reasonable cause do anything likely to endanger himself or others, and
- 3) Shall willfully neglect to make use of any appliance or other thing provided in the factory for the purposes of securing the health or safety of the workers.

2. MANAGEMENT RESPONSIBILITY:-

Responsibility for the maintenance of discipline in the factory initially rests with the person to whom the workman reports. The management expects everyone to maintain reasonable standards of conduct, reliability, efficiency and competence. Employees are entitled to know what standards are expected of them and to be given a fair hearing before any disciplinary decision is taken against them. Workmen should make sure that they know and understand the disciplinary procedure.

3. MISCONDUCT:-

From time to time, disciplinary matters arise which are not considered to be acts of gross misconduct but nevertheless call for disciplinary action. In such cases, disciplinary action should be understood to include, depending entirely upon the relevant circumstances, the following possible measures:

- A) Verbal warning
- B) Written warning
- C) Final written warning
- D) Dismissal with notice or payment in lieu of notice.

The disciplinary action, on the first occasion, will normally be a verbal warning. If the problem recurs, a written warning will be issued. These warning will give the reason for

	Approved by Director
Name	
Signature	

WWW.UQCGLOBAL.COM	DISCIPLINARY AND TERMINATION POLICY
Doc. No.: UQC/POL/10 Page No.- 10	Issue No.: 01 Issue Date: Page 2 of 3

the warning, and the improvement required will be specified. Verbal and first written warning will remain current for 6 months.

If matters do not improve, an employee may receive a final written warning. The final warning will state the reason for the warnings, the improvement required, any time limits involved and a reminder that failure to comply will lead to dismissal. A final warning will remain current for 12 months.

Any further offence or failure to improve will result in dismissal. The decision to dismiss will be taken by a Top Management.

All formal disciplinary actions will be recorded in the Personnel records and may form part of any reference the Company is asked to give.

Examples of the type of misconduct that may be treated in such a way are:-

- A) Failure to achieve acceptable working standards.
- B) Use of obscene language.
- C) Private trading
- D) Bad time-keeping.
- E) Absence without leave.
- F) Abusing or refusing to abide by the Company's "Conditions of Service".
- G) Repeated slackness, carelessness or neglect in performing his duties.
- H) Repeated disobedience.
- I) Defacing company property.
- J) Lack of respect for others.
- K) Refusal to cooperate.
- L) Misbehavior with female staff.
- M) Theft.

This list is not comprehensive.

4. GROSS MISCONDUCT

	Approved by Director
Name	
Signature	

WWW.UQCGLOBAL.COM	DISCIPLINARY AND TERMINATION POLICY
Doc. No.: UQC/POL/10 Page No.- 10	Issue No.: 01 Issue Date: Page 3 of 3

There are certain matters which are absolutely forbidden and which may lead to workman's summary dismissal. Some examples of such gross misconduct are:

- A) Theft or unauthorized possession of Company property or any other form of dishonesty, including any abuse of the "clocking" procedure.
- B) Actual or threatened physical violence or verbal abuse.
- C) Deliberate disregard of safety regulations.
- D) Refusing to obey a lawful instruction.
- E) Defrauding the Company.
- F) Immoral behavior.
- G) Malicious damage or misuse of Company's or Customer's property.
- H) Being under the influence of illegal drugs or alcohol.

This list is not comprehensive.

In case of gross misconduct, the Company reserves the right to dismiss an employee without notice or payment in lieu of notice, where investigation by the Company, and consideration of any mitigating circumstances, (during which the employee may be suspended without pay) the Company is satisfied that the employee concerned has committed or intended to commit an act of gross misconduct.

Where dismissal would otherwise be justified, but there are mitigating circumstances, a final written warning and period of suspension without pay may be given instead.

5. APPEALS AGAINST DISCIPLINARY ACTION:-

An employee can appeal against any disciplinary decision taken by a Supervisor to the Manager who will arrange for the case to be heard by the appropriate members of Top Management. The Manager will hear all disciplinary appeal hearings. At all stages, the employee will be given the opportunity to state his case and be accompanied at all meetings by a fellow employee of his choice.

Decisions on suspension without pay or dismissal will be taken by Manager Subject an appeal to the Top management. The decision of the Top Management is final.

	Approved by Director
Name	
Signature	