

Company Name: India International House	Policy name : Disciplinary Practices Policy
Org Date/ Rev no. – 07 /11/2023/ 00	Doc No. <u>IIHL/DPP/07</u>

## INDIA INTERNATIONAL HOUSE

### PURPOSE :

The purpose of this Policy is to establish the system of punishment to the employees for their misconducts. The accused employee shall be given full opportunity to defend himself.

### 2.0 SCOPE :

This policy is applicable to all employees of India International House

### 3.0 DETAILED POLICY :

#### WHY MISCONDUCT :

- Not knowing the legality.
- Absence of suitable training.
- Dissatisfied employee.
- Instigating/provoking by other employees
- Uncomfortable Working conditions.

#### FOLLOWING WILL BE AS MISCONDUCTS :

- Absentism from duty without information.
- Habitual late coming.
- Overstay after leave.
- Not obeying rules and regulations of the company.
- Misbehaviour with any coworker/employee.
- Theft or damaging company property.
- Smoking, Spitting or Chewing tobacco.
- Teasing or tearpassing of female employees.

### 4.0 INSTRUCTIONS AND PROCEDURE :

- Every employee is liable to follow the rules and regulations of company.
- Follow the principles of natural justice.
- Ask the written explanation through chargesheet.
- Show cause notice twice.
- Order for penalty

#### DETAILED PROCESS OF CHARGESHEET AND DISCIPLINARY ACTION :

- Chargesheet will consist off the details of misconduct.
- Language of chargesheet should be easily understanding/ in local language.
- List of witnesses' can be given with chargesheet.
- Charges should be clearly mentioned.
- In case of financial scam , amonut should be mentioned.
- There should be the name of the employee to whom misconduct is committed.
- Chargesheet should have the time of misconduct.
- If accused employee does not take or accept the chargesheet, then chargesheet should be pasted on the noticeboard and one copy to be sent at his residing address by post.

India international House)	DOCUMENT NUMBER	REV / 01	Page 7 of 7
	<b>DISCIPLINARY PRACTICES POLICY</b>		

- In case of internal investigation, date, time and investigating officer's name should be mentioned.
- Allegations and defences should be mentioned in the investigation.
- Accused employee can witness in the internal investigation and his statements should be signed by him.
- After investigation, management will send 2<sup>nd</sup> show cause notice in which punishment and Internal investigation results will be enclosed.

**PUNISHMENT :**

There can be following punishment:

- Written or Verbal warning.
- To stop the increment.
- Suspension upto 4 days.
- Termination.

**5.0 RESPONSIBILITY :**

- Manager HR is responsible for the implementation of this policy.

**6.0 COMMUNICATION & IMPLEMENTATION :**

- This policy will be pasted on the notice board and will be communicated to all employees thru training.
- This policy will be communicated to all new employees during their joining.

**7.0 FEEDBACK & CONTROL :**

- Management will take feedback from employees about the understanding this policy , if employee does not understand this policy, then management will teach them about the policy by conducting the training.

**8.0 REVIEW :**

- This policy will be reviewed once every 3 years. It can also be reviewed on need basis.