



SQFT Knowledge Services

DISCIPLINARY POLICY

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/DP/POL/010	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/DP/POL/010	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/DP/POL/010	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/DP/POL/010	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/DP/POL/010	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.1	SQFT/DP/POL/010	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/DP/POL/010	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

TABLE OF CONTENTS

1. PURPOSE 3

2. SCOPE 3

3. POLICY ELEMENTS 3

 3.1 ABSENCE TO DUTY 3

 3.2 DUTIES AND OTHER ACTIVITIES 3

 3.3 CONFIDENTIALITY/ SECRECY FOR EMPLOYEE 3

 3.4 COMPANY PROPERTY 3

 3.5 BACKGROUND INVESTIGATION 3

 3.6 OTHER AREAS ACCOUNTED UNDER DISCIPLINARY STANDARDS 4

1. PURPOSE

The **purpose** of the **disciplinary policy** and **procedure** is to set and maintain standards of conduct within the Company, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to help and encourage all employees to achieve and maintain satisfactory standards of conduct.

2. SCOPE

The **scope of the policy is to** encourage all employees to achieve and maintain the council's standards of conduct. ensure that all alleged failures of **discipline** are handled, fairly, reasonably and consistently.

3. POLICY ELEMENTS

3.1 ABSENCE TO DUTY

Employees are expected to work for 6 days a week, Saturday is at the discretion of management; however continuous absence for 5 business days without prior permission or information (in emergency situation) will lead to termination.

3.2 DUTIES AND OTHER ACTIVITIES

Employees are not allowed to undertake, perform or execute works which are aligned to the nature and ambit of employment to any other person or any other Company during the course of employment with the Company - contrary will result in disciplinary action up to termination.

3.3 CONFIDENTIALITY/ SECRECY FOR EMPLOYEE

Employees must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employee, business lines, products, intellectual property, records, documents and such other information relating to the business of the company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the company.

3.4 COMPANY PROPERTY

Any willful damage to work in process or any property of the establishment by employee. Employees should always maintain in good condition company properties or rental equipment which may be given for official use during the course of employment and shall return all such company property to the company immediately on relinquishment of your services - failing which will result in disciplinary action including recovering the cost from respective person by the company.

3.5 BACKGROUND INVESTIGATION

Employees will be subject to checks that may be conducted either before or after the date employment and any incorrect information produced, it may lead to disciplinary action and enquiry the employee accordingly if it is contradicts it leads upto termination.

3.6 OTHER AREAS ACCOUNTED UNDER DISCIPLINARY STANDARDS

- a) Negligence of duties or neglect of work and / or Loitering, gossiping in department during working hours
- b) Wilful insubordination or disobedience of any lawful and reasonable order of a superior
- c) Going on legal strike or abetting, inciting, instigation
- d) Wilful slowing down in performance in work or instigation there of.
- e) Theft, fraud or dishonesty in connection with the employer's business or property
- f) Taking or giving bribes or any illegal gratification
- g) Habitual breach of any standing order or any law applicable to establishment
- h) Engaging in trade / Gambling within the premises of establishment. Distributing or exhibiting within the premises of establishment and bills, pamphlets and posters
- i) Drunkenness, Riotous, Disorderly or indecent behavior on the premises of the establishment. Smoking or spitting on the premises of the establishment, where it is prohibited
- j) Commission of any acts subversive of discipline or rude behavior on the premises of the establishment
- k) Holding meetings inside the premises of establishment without the permission of the manager
- l) Disclosing to any unauthorized person any information in regard to the processes of the establishment
- m) Failure to observe safety instructions notified by the employer or interference with the safety devices
- n) Refusal to accept a charge sheet order or other communication served in accordance with the standing orders
- o) Unauthorized possession of lethal weapon in the establishment. Not following the access procedure of bio-metric.

End of Document