

Policy: Penalty & Disciplinary actions

PL No – 25

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Applicability – All Employees on Company Roll

Total Number of Pages – 2

Penalty will be applicable under following conditions:

- 1- If it is found that any employee is violating any policy.
- 2- If any loss is caused by the negligence/non action of any staff.
- 3- If any key action is being delayed due to the negligence of the staff.
- 4- If any staff is not answering any communication beyond the period of 4 days which is crucial for the everyday operation of the company (in case of urgent communications, the timeline is 24 hours maximum)
- 5- Disobeying a senior's order (Subject to Policy: Query of Order).
- 6- Any financial damages.
- 7- Not following SOPs (Standard Operating Procedures)
- 8- Damages arising out of negligence and non-compliances of orders.
- 9- Knowingly saving any employee from penalty.
- 10- Knowingly overlooking and not informing in HR about the penalty of other staff.

Penalty will be imposed as following –

- First offence - .25% of the Monthly Salary
- Second to Fourth offence – .5% of the Monthly Salary
- Fifth onwards – 5% of the Monthly Salary.

Special Note –

- ❖ In case of any financial damages, it will also be added with the penalty amount.



- ❖ If you feel any penalty was not justified, you can file your grievance in written to the HR – Head.
- ❖ Staff members noticing situation where other staff should be penalized must inform about the same in HR – Department.
- ❖ If it is discovered that more than one person together violated the above said points, all shall be penalized per the penalty rules. In case of financial issues, the amount will be divided equally.
- ❖ Penalties are not to burden staff members but to create order in the organization and to create a workable environment. All the above penalties are for those occurrences which are making the system cripple due to someone's negligence.
- ❖ All instances where you observe any reason, one should be penalized, you must inform about the same in written.

OK Approved

Written By

Head – HR



Approved

Approved By

Management