

Policy: Sua Sponte

PL No – 40

Issued On – 9/4/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Sua Sponte or Suo Motto is latin word, which means; on their own accord/by personal initiative.

It has been noticed that staff members have the tendency to criticize about things which are not going right. Though it is expected that they shall inform about such things in written but it is not happening to the degree it should be, which will also impact the growth of organization as the staff members are putting the fear of worsening their individual relation with other staff over the fact that the organization should be free of problems to grow. Hence it is imperative for the HR Head to take those matter on the basis of Sua Sponte in his own hand. HR Head will take any or all matters where he feels a written request should have been made.

Those who have not made the written request despite knowing the situation and will be treated as the accessory to the damage.

Ok Approved

Written By
Head – HR



Approved

Approved By
Management