



Where Innovation Meets Solutions

Company Name: Andnetics

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Employee Disciplinary Action Policy

Purpose

To establish clear procedures for addressing employee misconduct or performance issues, promoting fairness and accountability. The goal is to resolve issues constructively, with disciplinary action as a measure to reinforce Andnetics' values and standards.

Scope

This policy applies to all employees and freelancers at Andnetics, covering issues related to workplace behaviour, performance, attendance, and adherence to company policies.

Policy Guidelines

1. General Expectations

- All team members are expected to conduct themselves with professionalism, integrity, and respect.
- Compliance with Andnetics policies, including the Code of Conduct, Attendance Policy, Confidentiality Agreement, and project guidelines, is mandatory.
- Violations, misconduct, or poor performance may lead to disciplinary action.

2. Types of Misconduct

- **Minor Misconduct:** Includes tardiness, minor policy violations, unprofessional communication, and minor performance issues.
- **Serious Misconduct:** Includes repeated minor misconduct, unauthorized absence, breach of confidentiality, non-compliance with project deadlines, or misuse of company resources.
- **Gross Misconduct:** Includes harassment, discrimination, theft, fraud, assault, severe policy breaches, or unethical behaviour. Gross misconduct may result in immediate termination.

3. Disciplinary Action Process

❖ Verbal Warning

- For minor misconduct or a first-time minor policy violation, the supervisor will provide a verbal warning.
- This informal meeting aims to address the issue constructively and clarify expectations.
- A record of the warning will be kept but will not impact the employee's file unless the behaviour is repeated.

❖ Written Warning

- If misconduct continues or if a serious policy violation occurs, a written warning will be issued.
- The written warning will outline the behaviour or issue, the necessary corrective action, and a timeline for improvement.
- The employee must sign the warning to acknowledge receipt, and it will be documented in the employee's file.

❖ Final Warning

- For repeated serious violations or continued issues after a written warning, a final warning may be issued.
- This warning emphasizes that any further violations may result in suspension or termination.
- The final warning will include specific expectations and a strict improvement timeline.

❖ Suspension

- In cases where misconduct requires further investigation or when an immediate consequence is necessary, an employee may be suspended.
- Suspension can be with or without pay, depending on the severity of the issue.
- The suspension period will be used to review the incident and determine appropriate next steps.

❖ Termination

- For gross misconduct or repeated violations after a final warning, termination may be pursued.
- Termination will follow a formal meeting with HR and management, ensuring all evidence is reviewed.
- Final pay and any owed benefits will be processed as per Andnetics' termination policy.

4. Appeal Process

- Employees have the right to appeal a disciplinary decision if they feel it is unjust or based on incorrect information.
- Appeals must be submitted in writing within 7 days of receiving the disciplinary action.
- The HR department, along with relevant management, will review the appeal and make a final decision within 14 days.

5. Confidentiality and Fair Treatment

- All disciplinary actions and investigations will be handled confidentially to protect the privacy of the employee.
- Andnetics is committed to fair treatment, and disciplinary actions will be based on facts, evidence, and the severity of the violation.

6. Guidance and Support

- Andnetics encourages employees to seek guidance if they are unsure about any policy or facing performance challenges.
- Supervisors and HR are available to discuss concerns and offer resources or support to help employees meet expectations.

Responsibilities

- **Employees:** Expected to understand and follow Andnetics' policies, raise questions if unsure about expectations, and improve upon receiving feedback.
- **Supervisors:** Responsible for identifying misconduct, initiating corrective actions, and communicating expectations clearly.
- **HR Department:** Ensures a fair and consistent disciplinary process, provides resources for employee improvement, and maintains documentation for all disciplinary actions.

