 MAITRI <small>LAB GROWN DIAMONDS</small> <small>The Future of Diamond</small>	Disciplinary Action Policy		Page No.:	Page 1/4
	TRUSHNA EXIM 01/B Jariwala Compound, Sumul Dairy Road, Surat		Process Version. :	V 01
Policy No: TE/HO/HR/005	Department: Human Resource		Issue Date:	01/12/2022
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Sr. No.	Date of Revision	Revision No.	Reason for Revision
1	01/01/2024	1	N/A

Purpose

Sometimes, an employer might need to raise more serious concerns with an employee. In these cases, the employer may wish to commence “Disciplinary Action”. It should be seen primarily as a corrective measure, aimed at preventing further misconduct or poor performance. The most common types of disciplinary action are warnings and, in serious cases, dismissal.

Objective

Our Disciplinary Action policy explains how we address our employees’ misconduct or inadequate performance. Employees must be aware of the consequences of their actions. We use this policy to outline our disciplinary procedure.

Scope

This policy applies to all employees of Trushna Exim.

Disciplinary Steps

Step 1: Verbal Warning

- Meet with employee to discuss his/her action which may be related to discipline.
- Inform employee of specific problem.
- Tell that respective employee how behaviour can be improved and what is expected from his/her in future.

Warn employee that failure to correct behaviour will result in further disciplinary action

Step 2: Written Warning

A written warning will be issued when an employee engages in unacceptable behaviour while a verbal warning is in effect.

- Indicate it as a written reprimand.
- A statement of the problem including specific reasons for the reprimand,
- A summary and reference of previous discussions/investigation, if any,
- A summary of what corrective action is expected from employee.
- A warning that failure to correct behaviour will result in further disciplinary action, up to and including discharge/termination.

Step 3: Probation

Disciplinary probation shall be for a specified period of time, not less than 1 month nor more than 6 months, during which the employee's performance or behaviour will be closely monitored in an effort to effect improvement or change. If investigation produces cause for discipline, include the following:

- Inclusive dates of probation period.
- Specific nature of problem(s) resulting in probation, including specific examples of incidents for each problem.
- Corrective action required, including specific and reasonable standards related to the deficiencies outlined above.
- The consequences of failure to correct the problem(s) within the disciplinary probation period.
- Notice that immediate discharge may occur if new performance deficiencies arise within the disciplinary probation period.

Step 4: Suspension

If investigation produces cause for action, include the following:

- Indicate employee is suspended from duty,
- A statement of the problem, including specific reasons for suspension,
- A summary of previous discussions/investigation, if any,
- A summary of what corrective behaviour is expected of employee, and
- A warning that failure to correct behaviour will result in "further disciplinary action up to and including discharge."

Step 5: Discharge

- Meet with employee to explain discharge.
- Discuss the discharge with employee. (NOTE: If the employee is unavailable, a notice of discharge letter is to be mailed to the employee's last address of record by Certified Mail, Return Receipt Requested.)

Include the following:

- Indicate employee is discharged.
- A statement of problem including specific reasons for the discharge, and
- A summary of previous discussions/investigation.
- **Disciplinary Action Handling Authority**
- In case of verbal warning, it is worn by HR/HOD and lastly approval by HOD but in the case of written, suspension and discharge worn or investigation procedure conducted by HOD/HR and lastly approval by COO/CEO

Following acts below mentioned would come under the ambit of violation:

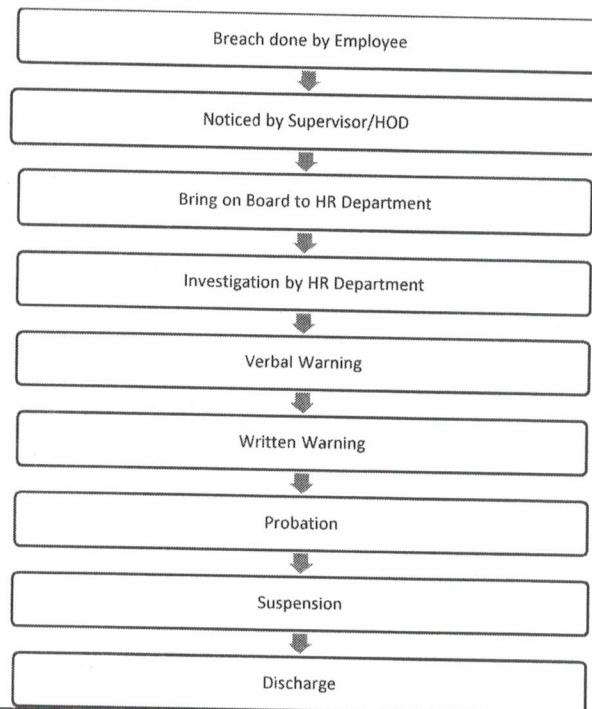
Misconduct is defined as failure in personal conduct, persistent poor performance or if an employee contravenes the organization's policies, rules and procedures. A list of possible disciplinary offences follows as Dishonesty, Misuse of the organization's name, Breach of confidentiality & data protection, Breach of financial regulations, Misuse of the organizations equipment and materials, Supplying false or misleading information when applying for employment, Abusive, obscene language or gestures, Performance related issues for

example, serious neglect of duty which undermines the organization, Failure over time to

perform work to satisfactory standards, Infringement of terms and conditions of service, for example absence from duty without permission of a line-manager, Office culture and other action that may be against the general ethics of the company.

Due to any of the above-mentioned reasons, if any employee is found guilty, then necessary action can be taken against the employee. Concerned Supervisor/HOD should bring this in notice to HR Department through mail for the further action.

Disciplinary Action Procedure:



OWNER	WRITTEN BY	APPROVED BY	MODIFACTION AUTHORITY
HR Department	HR Department	COO/CEO	COO/CEO
<i>Chhaya</i>	<i>Chhaya</i>		



FOR, TRUSHNA EXIM
[Signature]
 PARTNER/AUTHO.