# Disciplinary Action Policy (India)

## 1. Introduction

[Company Name] is committed to maintaining a professional, respectful, and productive workplace. To ensure fairness and accountability, this Disciplinary Action Policy outlines the process for addressing misconduct, poor performance, and violations of company policies.

## 2. Purpose

- To define what constitutes misconduct or unacceptable behavior
- To establish a fair process for investigating and resolving disciplinary matters
- To ensure compliance with Indian labor laws and principles of natural justice

## 3. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, probationary, contractual staff, interns, and consultants across India.

## 4. Types of Misconduct

Minor Misconduct (examples):
- Habitual late arrival or early departure
- Uninformed short absences
- Failure to follow instructions
- Minor misuse of company property

Major Misconduct (examples):
- Theft, fraud, or misappropriation of company assets
- Harassment, discrimination, or workplace violence
- Breach of confidentiality or data security
- Falsification of records
- Wilful insubordination or gross negligence

## 5. Disciplinary Procedure

The company follows a progressive disciplinary process unless the misconduct is severe enough to warrant immediate termination.

1. Verbal Warning – for minor misconduct; documented by the manager
2. Written Warning – formal notice placed in the employee’s HR file
3. Final Written Warning / Suspension – for repeated offenses or serious misconduct
4. Termination of Employment – for grave or repeated violations

## 6. Investigation Process

- The HR Department or designated committee will investigate the matter impartially
- Both the complainant and accused will be given a fair opportunity to present their case
- Findings will be documented and shared with management before action is taken

## 7. Appeals

Employees may appeal against disciplinary action by submitting a written request to HR within 7 working days of receiving the decision. Appeals will be reviewed by senior management or an independent panel.

## 8. Confidentiality

All disciplinary matters will be handled with strict confidentiality. Information will only be shared with individuals directly involved in the process.

## 9. Non-Retaliation

Employees raising complaints or participating in investigations in good faith will be protected from retaliation.

## 10. Policy Review

This policy will be reviewed annually and updated to remain compliant with Indian labor laws.

## Acknowledgement Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read, understood, and agree to abide by the Disciplinary Action Policy of [Company Name].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_