

DISCIPLINARY PROCEDURE



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MEANING :

A disciplinary procedure is a process for dealing with **perceived employee misconduct**.

Organisations will typically have a wide range of disciplinary procedures to invoke depending on the severity of the transgression.

It is the practice of training people to obey rules or a code of behavior.

Framework - employees - have met the required standards of conduct.

Reasons for disciplining employee

Issues related to conduct

- Absenteeism
- Negligence
- Usage of alcohol
- Harassment
- Stealing
- Wrong dress code
- Falsification of documents
- Tardiness

Issues related to performance

- Low productivity.
- High error .
- Repetition of specific error.



Objectives



- Willing to accept of Rules, Regulations & Procedures of an organization.
- To develop a spirit of TOLERANCE & DESIRE to make adjustments.
- To impart an element of certainty despite a lots of several indifferences in informal behavior.
- To give & seek direction & responsibility.
- To increase Workers efficiency.

Aspects of discipline.....

Positive Aspect

- Refers to rewards , appreciation, constructive support , incentives & payments etc.
- Happens when management applies the **Principles of Positive Motivation**, when the leadership is efficiently managed.



Negative aspect

- Refers to when people are forced / constrained to obey orders.
- To perform their tasks in accordance with the rules & regulations.
- Indulging in anti-social & anti organizational activities.
- Results in lay-off, suspension , fine , red-listing etc.





Disciplinary procedure

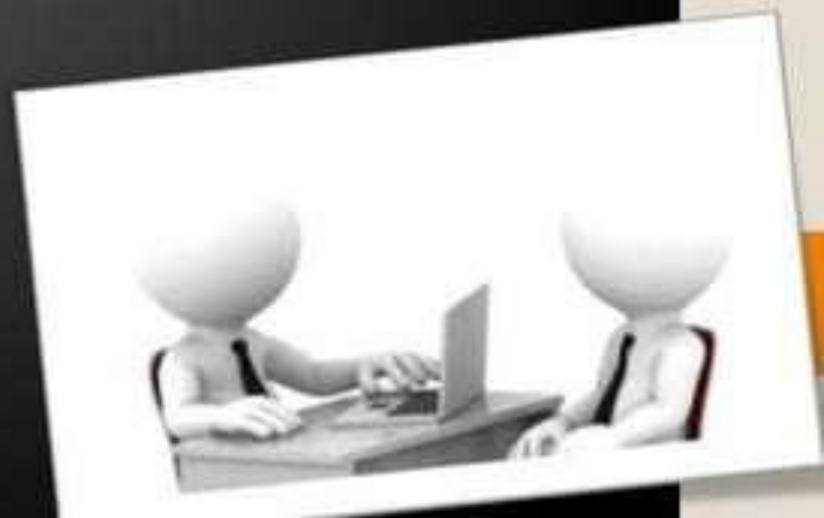
1. Issuing a letter of charge to the employee calling upon him for explanation
2. Consideration of the explanation
3. Show-cause Notice
4. Holding of a full-fledged enquiry
5. Considering the enquiry proceedings & findings & making final order of punishment
6. Follow-up

1. Issuing a letter of charge to the employee calling upon him for explanation:-

- When the management of the establishment comes to conclusion that an act of misconduct committed by an employee warrants disciplinary action, the concerned employee should be issued a charge sheet.
- The charge sheet should indicate the charges of indiscipline or misconduct clearly & precisely.



- **Explanation** should also be called from the delinquent employee & for that **sufficient time** should be given to the employee.
- Serving of the charge sheet may be either **personally or by post.**



2. Consideration of the explanation

- When the delinquent employee admits in an unqualified manner about his misconduct & when the employer is satisfied with the explanation given by the delinquent employee there is no need for conducting any enquiry further.
- On contrary, when the management is not satisfied with the employee's explanation, there is need for serving a show-cause notice.



3. Show-cause Notice

- In the show-cause notice, the employer provides another chance to the employee to explain his conduct & rebut the charges made against him.
- It is issued by the manager who decides to punish the employee.
- Besides, a notice of enquiry should be sent to the employee & this should indicate clearly the name of the enquiry officer, time, date, & place of enquiry into the misconduct of the employee.

Sample:-

SHOW CAUSE NOTICE

Mr. / Ms _____

Date: _____

Employee Code No.: _____

An incident has been reported against you as under:

On _____ at _____ you _____

The act (s) as above alleged to have been committed by you amount to misconduct.

Accordingly, you are hereby called upon to submit your written explanation and show cause why disciplinary action should not be taken against you.

Your explanation must reach the undersigned by _____ should you fail to submit your explanation as required, the matter will be disposed of without any further references to you.

For Comart Lithographers Ltd.

Head - HR

Received By:.....

4. Holding of a full-fledged enquiry

- The enquiry should be in conformity with the principles of natural justice, i.e., the delinquent employee must be given a reasonable opportunity of being heard.
- The enquiry officer should record his findings in the process of an enquiry.
- He may also suggest the nature of disciplinary action to be taken.



Steps in domestic enquiry:-

- i. Preparing & serving the charge sheet.
- ii. Supervision in grave cases.
- iii. Obtain reply to charge sheet.
- iv. Selecting enquiry officer.
- v. Conducting enquiry proceedings.
- vi. Holding of enquiry in the free environment.
- vii. Recording findings.
- viii. Submitting enquiry officer's report to the disciplinary authority.
- ix. Decision of the disciplinary authority.
- x. Communication of the order of punishment.



5. Considering the enquiry proceedings & findings & making final order of punishment

- When the misconduct of an employee is proved, the manager may take disciplinary action against him.
- While doing so, he may **give consideration** to the employee's previous record, precedents, effects to this action on other employees, consulting others before awarding punishment rate.



- No inherent right to appeal has been provided , unless the law provides it.
- In the case of the employee feels the enquiry is not proper time & action unjustified he must be given a chance to make an appeal.



6. Follow up

- After taking disciplinary action, there should be proper follow up.
- The disciplinary action should not take or make the employee repeat his mistake.



Conclusion

- Employee discipline should be used for the purpose of helping the employee to correct behavioral or performance problems that have a negative impact on the workplace.
- A disciplinary policy and procedure should be in place that includes a policy statement, the purpose for the policy, and a step-by-step procedure (with specific timelines) for the process.

Thank
you!