



Sheetal Metals

Document NO :

SM/EHS/DA/PLCY/03

DISCIPLINARY ACTION POLICY

Original Date

01.04.2026

Revision No

0

Revision Date :

The purpose of this policy is to formalize a procedure for individuals whose performance and behavior expectations fall below Company requirements to achieve all necessary improvements.

The Organization's Successive Discipline Procedure is designed to assist Supervisors/Reporting Managers/HOD'S in correcting and improving SHEETAL METALS employees' job performance problems and unacceptable personal conduct.

The organization administers a successive disciplinary procedure by which discipline is administered only for just cause and apportioned to the degree of severity and frequency of the performance problem and/or conduct.

Applicability of the Policy

All employees of SHEETAL METALS

Scope of the Policy

The following are examples of actions which may result in progressive disciplinary steps:

- *Unsatisfactory job performance*
- *Misuse or abuse of work time*
- *Unfit for work*
- *Use of profane or abusive language*
- *Absenteeism or tardiness*
- *Inattention to safety/health issues*

Immediate discharge may result from a major act of misconduct

- *such as - Insubordination - direct refusal to obey a*
- *supervisory directive; creating a disturbance*
- *Threatening or intimidating others, physical confrontation;*
- *Theft or misappropriation of Organization's property or the possessions of others irrespective of the value of the item;*
- *Unethical or illegal conduct;*
- *Gross neglect of duty*
- *Violation of the Drug & smoking Free Workplace/Substance Abuse Prevention Policy; Refusal to cooperate or provide requested*
- *information during an investigation; Falsification of reason for leave or*
- *of any records including time sheets; or Fraud or deception in securing employment*

Responsibility

The Supervisor/Reporting Manager/HOD'S is responsible for determining if an employee is meeting the established expectations for the position and determining if disciplinary action is warranted. The Department of Human Resources in association with the operational heads will carry out the procedure and issue all written communication to the employee.

Prepared By: Deepti Thakur
Human Resource

Approved By: Himanshu Mehta
Director



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All written documents would be signed by the Supervisor/Reporting Manager/HOD'S along with the HR Representative/Authorized Signatory.

Procedure for Progressive Disciplinary Process

There are several levels of disciplinary action, each progressively more serious, which may be used to correct employee performance and behavior. Assistance is available from Human Resource Services. These steps include:

Oral Warning - An employee may be issued an oral warning for a performance or behavior problem. Oral warnings are typically issued during a private conference between the Supervisor/Reporting Manager/HOD'S and the employee where the s Supervisor/Reporting Manager/HOD' explains the problem and what the employee must do to return to satisfactory status. The entire discussion is recorded wherein a review date is clearly specified and signed by the employee as well as the Supervisor/Reporting Manager/HOD'S. The employee should be informed that the conference is being conducted for the purpose of issuing an oral warning. This ensures that the employee is aware that disciplinary action is taking place.

Written Warning - Employees would be issued a written warning as a letter or memo which contains the following information: a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to correct the problem which should include all evidences of counseling and trainings required to correct the problem ; expectations and acceptable standards of performance; and warning that further unsatisfactory behavior or performance may result in further disciplinary action. The written warning would be issued and discussed with the employee in private conference with the Supervisor/Reporting Manager/HOD'S. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record. The written warning would also specify a review period in which the employee's behavior or performance will be reviewed.

Final Warning - Employees would be issued a final warning letter or memo which contains the following information: a description of the specific problem or offense; targets assigned in the previous warning letter; observations and findings during the review period; and a final warning that further unsatisfactory behavior or performance may result in discharge from services. The written warning would be issued and discussed with the employee in private conference with the Supervisor/Reporting Manager/HOD'S. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record. The written warning would also specify a review period in which the employee's behavior or performance will be reviewed.

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Discharge – The performance/behavior of the employees who have been issued final warning would be reviewed at the end of the review period as specified in the final warning letter. In case the performance/behavior is still found to be unsatisfactory, the employee is finally discharged from services through a procedure as permitted by the situation.

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Human Resource	Operational Head	Director
Signature: 	Signature: 	Signature: 

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