

DISCIPLINARY POLICY

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RVF/DPP/01

RESIGHT VISION FOUNDATION, JALANDHAR, PUNJAB

DISCIPLINARY PROCEDURE POLICY

AEH CONFIDENTIAL COPY

Approved By	DR. AMANDEEP SINGH ARORA	PRESIDENT	
Issued By	MS. SAPNA THAKUR	SECRETARY	

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Introduction

This document is an expression of Resight vision foundation's policy on discipline and a guide to all the Hospital employees.

- a) Discipline is a system designed to promote orderly conduct.
- b) Disciplinary action should always be prompt, fair and firm.

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Nature of offence**Absenteeism & unauthorized absence**

Absenteeism without information

Leave the work place without permission

leaving work early

Reporting late for work

Poor time keeping

Self expansion of leaves

Habitual late attendance or leaving work place before time without permission.

Habitual unauthorized absence.

Negligence or habitual neglect in work or duty.

Offences related to control at work

Theft, fraud, sabotage, dishonesty or impersonation in connection with the work or property of the Hospital.

Failure to observe safety instructions or interfering with safety devices/ equipment.

Holding meeting within Institutional premises without the prior permission of Management.

Not reporting to the Management of any contagious or infectious disease which the employee may be suffering from.

Giving false information regarding his name, age, qualification, experience, residential address etc. at the time of initial induction or thereafter.

Disclosure of official records or documents.

Making false, malicious or derogatory statement against the Institution or any of its employee.

Malingering, loitering, idling or wasting time during working hours.

Defaulting in the maintenance or cleanliness at the work place or in his dress.

Obtaining or attempting to obtain leave of absence on false pretexts or by submitting false or incorrect medical certificates.

Causing damage to property of the Hospital.

Refusing to obey an order of transfer.

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SINGH ARORA****PRESIDENT****Issued By****MS. SAPNA THAKUR****SECRETARY**

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Publishing or causing it to be published any article or statement bearing on the affairs or reputation of the Institution in any Journal, book or newspaper without prior permission of the Management.

Failure to wear prescribed uniform while on duty.

Refusal to submit himself to medical examination by authority designated by the hospital.

Objectionable behavior with the patients or others having dealing with the Hospital.

Disclosing to unconcerned persons information about patients tending to bring the hospital and/or the concerned patients into disrepute.

Refusal to give evidence in a departmental enquiry when called upon by the Management.

Misconduct

Taking part in any political activity or membership in Union.

Going on any type of strike or inciting others to strike work.

Demanding, accepting or offering bribes in cash or any kind of illegal gratification whatsoever in respect of the activities/ goods of the Hospital.

Drunkenness, drug addition, or riotous, disorderly and/ or indecent behavior within the hospital premises.

Assaulting, threatening, abusing or intimidating any other employees of the hospital.

Gambling within Institutional premises.

Accepting commission in connection with the sale or purchase of good/ property of the Institution.

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PENALTIES

- i) Fine
- ii) Suspension.
- iii) Withholding of increments.
- iv) Recovery from pay of any pecuniary loss caused to the Institution by negligence or breach of orders.
- v) Reduction to a lower post or lower stage to pay.
- vi) Dismissal from service.

Disciplinary Procedure

The following are the four stages of the

1

Oral Warning

An Employee whose work, conduct or attendance falls below the required standards will normally be issued with a formal oral warning by their Manager. The Employee will be advised of the precise nature of the complaint, the improvements required and the timescale for improvement. She/he will be advised that the warning constitutes the first stage of the Disciplinary Procedure and failure to improve may result in further disciplinary action under Stage 2 of the Disciplinary Procedure. A record of the warning will be kept on the Employee's personnel file and will be removed after six months, subject to satisfactory improvement during this period. The Employee will have a right to appeal the oral warning to a level of manager higher than the original decision-maker. This appeal must be made within 7 days of the oral warning.

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2

Written Warning If the Employee fails to make the necessary improvements or if the poor attendance, work or conduct is more serious, she/he will normally be issued with a formal written warning by his/her Manager. The written warning will give details of the complaint, the improvements required and the timescale for improvement. The Employee will also be advised that failure to improve may result in the issuing of a final written warning under Stage 3 of the Disciplinary Procedure. A record of the warning will be kept on the Employee's personnel file and will be removed after nine months, subject to satisfactory improvement during this period. The Employee will have a right to appeal the written warning to a level of manager higher than the original decision maker. This appeal must be made within 7 days of the written warning.

3

Final Written Warning If the Employee fails to make the necessary improvements, she/he will normally be issued with a final written warning by his/her Manager. The warning will give details of the complaint, the improvements required and the timescale for improvement. The Employee will be advised that failure to improve may lead to dismissal or some other sanction short of dismissal under Stage 4 of the Disciplinary Procedure. The warning will be removed after the specified period, subject to satisfactory improvement during this period. A record of the warning will be kept, on the Employee's personnel file and will be removed after twelve months, subject to satisfactory improvement during this period. The Employee will have a right to appeal the final written warning to a level of manager higher than the

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original decision maker. This appeal must be made within 7 days of the final written warning.

4

Dismissal or action short of dismissal Failure to meet the required standards of work, conduct or attendance following the issuing of a final written warning will lead to a disciplinary hearing under Stage 4. The decision-maker will be the relevant Medical Director. The Medical Director may delegate authority to Hospital administrator. The outcome of the disciplinary hearing may be dismissal or action short of Dismissal.

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**Classification of offences
& Penalty**

Nature of offence	1st offence	2nd offence	3rd offence	4th offence
Absenteeism & unauthorized absence				
Absenteeism without information	OW	WW	WW	Penalty/Action
Leave the work place without permission	OW	WW	WW	Penalty/Action
leaving work early	OW	WW	WW	Penalty/Action
Reporting late for work	OW	WW	FWW	Penalty/Action
Poor time keeping	OW	WW	FWW	Penalty/Action
Self expansion of leaves			FWW	Penalty/Action
Habitual late attendance or leaving work place before time without permission.	OW		FWW	Penalty/Action
Habitual unauthorized absence.	OW	WW		Penalty/Action
Negligence or habitual neglect in work or duty.	OW	WW	FWW	Penalty/Action
Offences related to control at work				

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Poor work performance/unsatisfactory work	OW	WW	FWW	DS
Using mobile phone while on duty	OW	WW	FWW	Penalty/Action
Sleeping during duty hours	OW	WW	FWW	Penalty/Action
Theft, fraud, sabotage, dishonesty or impersonation in connection with the work or property of the Hospital.	OW	WW	FWW	DS
Failure to observe safety instructions or interfering with safety devices/equipment.	OW	WW		DS
Holding meeting within Institutional premises without the prior permission of Management.	OW	WW	FWW	Penalty/Action
Not reporting to the Management of any contagious or infectious disease which the employee may be suffering from.	OW	WW		Penalty/Action
Giving false information regarding his name, age, qualification, experience, residential address etc. at the time of initial induction or thereafter.			FWW	DS
Disclosure of official records or documents.			FWW	DS
Making false, malicious or derogatory statement against the Institution or any of its employee.	OW			DS
Misbehave	OW	WW	FWW	Penalty/Action
Malingering, loitering, idling or wasting time	OW	WW	FWW	Penalty/Action

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during working hours.				
Defaulting in the maintenance or cleanliness at the work place or in his dress.	OW	WW	FWW	Penalty/Action
Obtaining or attempting to contain leave of absence on false pretexts or by submitting false or incorrect medical certificates.				DS
Causing damage to property of the Hospital.			FWW	PENALTY/DS
Refusing to obey an order of transfer.				
Publishing or causing it to be published any article or statement bearing on the affairs or reputation of the Institution in any Journal, book or newspaper without prior permission of the Management.				DS
Failure to wear prescribed uniform while on duty.	OW	WW	FWW	Penalty/Action
Refusal to submit himself to medical examination by authority designated by the Institution, if required by the Management.	OW	WW		Penalty/Action
Objectionable behavior with the patients or others having dealing with the Hospital.	OW	WW	FWW	Penalty/Action
Disclosing to unconcerned persons information about patients tending to	OW	WW	FWW	Penalty/Action

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bring the hospital and/or the concerned patients into disrepute.				
Refusal to give evidence in a departmental enquiry when called upon by the Management.	OW	WW	FWW	Penalty/Action
Misconduct				
Taking part in any political activity or membership in Union.	OW			DS
Going on any type of strike or inciting others to strike work.				DS
Demanding, accepting or offering bribes in cash or any kind of illegal gratification whatsoever in respect of the activities/ goods of the Hospital.				DS
Drunkenness, drug addition, or riotous, disorderly and/ or indecent behavior within the hospital premises.				DS
Assaulting, threatening, abusing or intimidating any other employees of the hospital.				DS
Gambling within Institutional premises.				DS
Accepting commission in connection with the sale or purchase of good/ property of the Institution.	OW			DS

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