

1. POLICY AND INTENT:

The Company expects all employees to conduct themselves in an appropriate manner in their day to day work, including in their dealing with colleagues, associates and external stake holders. It is expected that employee familiarize themselves with those policies and guidelines which set out expected and standards of behavior. The Company believes that employee discipline is at its best where there is a great amount of self- discipline on the part of the employees. In an ideal situation there may not be any need to enforce rules and regulations, penalties and disciplinary actions, because every employee is expected to be disciplined in the sense that he/she follows all the rules / regulations willingly. However, when an employee does not follow the rules or instructions or causes acts of indiscipline to occur, he/she requires to be disciplined. Thus, enforcement of discipline is extremely important for the longterm success of an organization and is a management prerogative.

2. COVERAGE:

- a. This policy is applicable to all employees of Level 6 and above in the Wind Business. b. Employees in Level 6 and Level 7 of and Wind Business respectively shall be covered under Standing Orders Act, 1946 and are not covered under this Guideline. c. This guideline is not applicable in cases of Cardinal Safety Rule Violation.

3. PRINCIPLE OF DISCIPLINE

The company will observe the following principles in all Disciplinary matters:

- a. All Disciplinary matter will be treated with due confidentiality
- b. All disciplinary matters will be dealt with as quickly as possible
- c. In all disciplinary cases the delinquent employee will be given ample scope to present his case
- d. Supervisor of the employee or his HOD or the person who is the complainant against an employee shall not be the enquiring officer
- e. An employee has the right to appeal to the Functional Head/CEO/ Group (Corporate Group HR)
- f. In case of a disciplinary proceeding the principles of natural justice shall prevail.

4. AREAS OF INDISCIPLINE:

Every employee is expected to follow a certain ways of working, company conduct codes which are by and large as under-

- a. Every employee of the Company shall at all times: - i. Maintain absolute integrity. ii. Maintain devotion to duty; and iii. Conduct himself/herself at all times in a manner, which would enhance the reputation/image of the Company.
- b. No employee shall engage himself/herself or participate in any demonstration which involves incitement to an offence.

Rev.	Date	Approved by	Guideline No	Page
09	01.06.2022	Head (Group Corporate Human Resources)	HR/72	1of 5

[Back To Index](#)

HUMAN RESOURCE MANUAL	GUIDELINE ON DISCIPLINE & DISCIPLINARY PROCEDURE	Guideline No
		HR/72

c. No employee without the permission of the Company, own wholly or in part or conduct or participate in the editing or management or any newspaper or other periodical publication or participate in a radio / television broadcast / Internet posting or edit or publish a book or contribute an article or write a letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to a newspaper, periodicals, publications or internet / online broadcast except for purely literary, artistic or scientific character.

d. Criticism of the Company: No employee should in any radio / television broadcast / Internet postings or in any document published under his name or under any pen name or pseudonym or in any communication to the press or in any public utterances make any statement-

i. Which has the effect of criticism of policy or action of the Company or

ii. Which is capable of embarrassing the relations between the Company and the public or with Government Authorities.

e. No employee should, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or any part thereof or information to any person to whom he/she is not authorized to communicate such document or information.

f. An employee of the Company shall –

- i. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being.
- ii. Not be under the influence of any intoxicating drink or drug during the course of his/her duty should ensure and that the performance of his/her duties at any time is not affected in any way by the influence of such drinks or drugs.
- iii. Refrain from consuming any intoxicating drink or drug in a public place.
- iv. Not appear in a public place in a state of intoxication.
- v. Should not offer any intoxicating drinks or drugs to other employees / customers, etc. or entice them into consuming intoxicating drinks or drugs.
- vi. Not use any intoxicating drinks or drugs to the extent which adversely affects his/her efficiency/ performance of his/her duties.

g. No employee shall, except with the prior written sanction of the Competent Authority, engage directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment. He/she could however with prior permission of the Competent Authority undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific chapter subject to the condition that his/her official duties do not thereby suffer.

h. No employee shall, during the normal course of business with Banks, L.I.C, etc. borrow money from or lend money to or otherwise place oneself under pecuniary obligation of any person with whom he/she has or is likely to have official dealing or permit any such borrowing, lending or pecuniary obligation in his/her name or for the benefit of any member of his/her family.

Rev.	Date	Approved by	Guideline No	Page
09	01.06.2022	Head (Group Corporate Human Resources)	HR/72	2of 5

[Back To Index](#)

HUMAN RESOURCE MANUAL	GUIDELINE ON DISCIPLINE & DISCIPLINARY PROCEDURE	Guideline No
		HR/72

i. An employee of the Company should avoid habitual indebtedness and if he/she is adjudged or declared insolvent should report forthwith the facts to Corporate HR.

j. The following acts or omissions prejudice to good order and discipline on the part of an employee shall amount to a major misconduct -

i. Conviction by a Court of Law for an offence involving moral turpitude.

ii. Theft, fraud or dishonesty in connection with the business or property of the company.

iii. Asking / taking or giving bribe or an illegal gratification

iv. Willful disobedience of any lawful or reasonable order of a superior involving safety of any person or property or other matter having an adverse effect on the work or wages of other employees.

v. Gambling within the premises of the company or any location where company personnel have been deputed to carry out the assigned duties.

vi. Drunkenness, riotous or disorderly behavior, during working hours, at the company premises/place of duty or conduct endangering the life or safety of any person, intimidation, physical duress, or any act subversive of discipline.

vii. Collection of any money within the premises of the company for purposes not conducive to good order and discipline and by persons not authorized by law or if no such authority is required by law then without the sanction of the Competent Authority.

viii. Engaging in trade or business, within the premises of the company including collection of pay-tickets given to the employees or the sale or canvassing of tickets, coupons or other tokens of any commodity or article, without the prior sanction of the Competent Authority

ix. Holding meetings, shouting slogans, organizing processions inside the premises of the Company

x. Commencing, going or joining the strike in contravention of the provisions of any law for the time being in force.

xi. Inciting or instigating others to take part or otherwise acting in furtherance of a strike in contravention of the provisions of any law for the time being in force.

xii. Willful slowing down in performance of work or abatement or instigation thereof

xiii. Willful damage to work in process or to any other property of the Company.

xiv. Disclosure to any unauthorized person any information in regard to the processes of the Company which may come in to his possession in the course of his work.

xv. Unauthorized absence from duty.

xvi. Violation of the following HR Guidelines –

Rev.	Date	Approved by	Guideline No	Page
09	01.06.2022	Head (Group Corporate Human Resources)	HR/72	3of 5

[Back To Index](#)

HUMAN RESOURCE MANUAL	GUIDELINE ON DISCIPLINE & DISCIPLINARY PROCEDURE	Guideline No
		HR/72

HR/51 – Guideline on Prevention, Prohibition & Redressal of Sexual Harassment of Women at Workplace

HR/62 – Guideline on Social Media

HR/65 – Guideline on Forced Bonded Labour Prohibition

HR/66 – Guideline on Anti Slavery and Anti Human Trafficking

HR/67 – Guideline on Protection of Human Rights

HR/68 – Guideline on Equal Employment Opportunity, Gender Equality and Protection of Human Rights

HR/69 – Guideline on Prevention of Corruption & Bribery

HR/70 – Guideline on Code of Conduct

HR/71 – Guideline on Prevention of Fraud

HR/72 – Guideline on Conflict of Interest

HR/73 – Guideline on Whistle blower

HR/74 – Guideline on Child Labour

k. The following acts or omissions prejudice to good order and discipline on the part of an employee shall amount to a major misconduct:

i. Late Attendance

ii. Absence from duty without leave or without sufficient cause, which is not a major misconduct

iii. Refusal to work on a job of a similar nature without giving sufficient reasons for the same.

iv. Failure to observe safety instructions, or unauthorized removal in reference to machinery, guard, fencing or other safety device installed in the premises of the establishment.

v. Any act or omission for which deductions from the wages of an employed person are authorized by or under the payment of Wages Act.

vi. Entering or leaving the premises of the Company except by the gate or gates appointed for the purpose.

vii. Committing a nuisance in the premises of the Company and breach of any instructions for the systematic and efficient running and maintenance of any department

5. PUNISHMENTS FOR MINOR & MAJOR MISCONDUCTS:

a. Minor

i. Warning

ii. Fine

Rev.	Date	Approved by	Guideline No	Page
09	01.06.2022	Head (Group Corporate Human Resources)	HR/72	4 of 5

[Back To Index](#)

b. Major

- i. Fine
- ii. Suspension
- iii. Withholding of increment
- iv. Demotion v. Dismissal / discharge

6. COMPLAINT:

Immediately, after an act of indiscipline and/or misconduct is noted to have been committed by an employee, the Supervisor / shift in-charge on duty shall submit a detailed report to his Head of the Department immediately. While preparing complaint it should be borne in mind that the report being an important document, the same should be written patiently and carefully covering some of the following important points:-

- i. Date, Time, Shift and place of incident.
- ii. Name(s) of witnesses (if available) present at the scene.
- iii. Details of incident / misconduct.
- iv. Approximate loss incurred.
- v. If log book is maintained, the incident should be recorded therein.

On careful examination of the shift in-charge's report, the Head of the Department shall forward the report with his views to the HR Department for further action. The HR Department shall examine the gravity of the incident and take suitable action.

7. POWER TO AMEND:

- a. Any change of the guideline shall be approved by the Head – Group Corporate HR.
- b. The management shall have the overriding right to withdraw and/or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

Rev.	Date	Approved by	Guideline No	Page
09	01.06.2022	Head (Group Corporate Human Resources)	HR/72	5of 5

[Back To Index](#)