



## Human Resource Policy- Disciplinary Action

**Effective Date:** 01 Aug 2025

**Policy Owner:** Human Resources Department

**Reviewed By:** Vivian Heng

**Next Review Date:** 31 Jul 2026

### 1. Purpose

This policy provides a structured and fair framework for managing employee conduct or performance concerns within the logistics and dangerous goods packaging environment. It supports accountability, safety, and compliance in alignment with MOM guidelines.

### 2. Scope

Applicable to all employees — full-time, part-time, contract, and temporary — across operational, administrative, and support teams.

### 3. Principles

- Action shall be progressive, documented, and fair
- Serious misconduct may result in immediate termination, subject to inquiry
- Employees are entitled to response opportunities before final decisions

### 4. Disciplinary Process

Stage	Action	Documentation Required
Verbal Warning	Informal discussion of concern	Supervisor note / HR email record
First Written Warning	Formal written caution	Signed warning letter
Final Written Warning	Last warning before serious action	Signed warning letter
Suspension (if needed)	Temporary removal pending inquiry	Suspension notice and investigation
Termination	Employment end for unresolved or severe breach	Termination letter and inquiry record

### 5. Common Grounds for Action

- Safety violations during DG handling
- Neglect of SOPs or equipment misuse
- Absenteeism or lateness without valid reason



- Harassment, dishonesty, or offensive conduct
- Substance use affecting work safety

## **6. Gross Misconduct**

May include but is not limited to:

- Willful damage to packaging or cargo
- Falsification of DG documentation or invoices
- Theft, violence, or breach of confidentiality
- Endangering co-workers through unsafe practices

Immediate termination may follow a documented internal inquiry.

## **7. Investigation**

- HR or management will launch a prompt inquiry
- Employee will have a chance to provide explanation
- Outcomes will be documented before action is finalized

## **8. Appeal**

Formal appeal may be submitted within 5 working days of a disciplinary letter. Appeals are reviewed by HR and a neutral manager.