

STAFF DISCIPLINARY ACTION POLICY

Responsible Officer	General Manager, Operation		
Contact Officer	Human Resources Department		
Associated Documents	Service Rules of VIS Professional Portfolio Sdn Bhd		
Version	Authorization by	Approval Date	Effective Date
2.1	The CEO, MAHSA International College, Penang	30 th Dec 2023	1 st Jan 2024

1.0 POLICY

The institution has rules governing personal conduct of employees as well as to provide a process to assist management in handling cases of unacceptable personal conduct.

2.0 PURPOSE & SCOPE

The purpose of this document is to execute the procedures and requirements to ensure good work ethics and conduct among employees. Employees are expected to abide by the established rules and policies. The scope of this process starts with establishment of case sheet and followed by enquiry, suspension and punishment

3.0 RESPONSIBILITIES

3.1 GENERAL MANAGER, OPERATION:

3.1.1 Serve a charge sheet: The General Manager is responsible for formally notifying the employee of the charges. The charge sheet should be comprehensive, clearly articulating the allegations to enable the employee to understand the nature of the accusations.

3.1.2 Conduct a domestic enquiry: The General Manager will oversee the domestic enquiry, ensuring it is conducted impartially and in compliance with organizational policies and legal requirements.

3.1.3 Grant an opportunity: The General Manager will provide the employee with an opportunity to present evidence supporting their defense during the domestic enquiry.

3.1.4 Award the punishment: If necessary, based on the findings of the enquiry, the General Manager has the authority to determine and implement appropriate disciplinary action.

3.2 DEAN:

3.2.1 Suspend staff: The Dean has the authority to suspend the staff member during the investigation to prevent potential interference and protect the interests of the organization.

3.2.2 Conduct a domestic enquiry: Similar to the General Manager, the Dean will be involved in overseeing the domestic enquiry process.

3.2.3 Award the punishment: The Dean may determine and implement disciplinary action if required based on the findings of the enquiry.

3.3 STAFF:

3.3.1 Explain and answer the charges: The employee is required to respond to the charges by providing their explanation and answering any questions posed during the investigation.

3.3.2 Produce documents and witnesses: With the assistance of the General Manager or Dean, the employee should provide any relevant documents or witnesses that support their defense.

3.4 ENQUIRY OFFICER:

3.4.1 Record the statements: An Enquiry Officer will be assigned to document and record all statements and evidence presented during the domestic enquiry, ensuring a comprehensive and accurate record of the proceedings.

3.4.2 Submit findings: The Enquiry Officer will compile their findings into a report and submit it to the Management. This report should include a summary of the investigation, statements, evidence, and any recommendations for further action.

4.0 PROCEDURE

4.1 Serving Charge Sheet:

The Senior Human Resource Manager initiates the disciplinary process by serving a charge sheet to the employee, clearly outlining the charges and providing relevant details.

4.2 Suspension:

The Dean, when necessary, has the authority to suspend the staff member during the investigation to maintain the integrity of the process.

4.3 Employee Response:

The employee is given the opportunity to explain and answer the charges, presenting their perspective and addressing any concerns raised during the investigation.

4.4 Domestic Enquiry:

The Senior Human Resource Manager and/or Dean conduct a domestic enquiry, ensuring that it is fair, impartial, and follows established procedures.

4.5 Opportunity to Lead Evidence:

The General Manager/Dean provides the employee with an opportunity to present evidence supporting their defense during the domestic enquiry.

4.6 Document Submission:

The employee, with the assistance of the Senior Human Resource Manager or Dean, submits any relevant documents or witnesses to strengthen their defense.

4.7 Recording Statements:

An Enquiry Officer records all statements and evidence presented during the domestic enquiry, creating a comprehensive and accurate record.

4.8 Findings Submission:

The Enquiry Officer compiles their findings into a report and submits it to the Management. This report includes a summary of the investigation, statements, evidence, and recommendations for further action.

4.9 Awarding Punishment:

Based on the findings of the enquiry, the PMB determines the appropriate disciplinary action if necessary. Implementation is carried out by the Dean/General Manager.

5.0 COMPLIANCE

All employees are obligated to adhere to this policy, and any deviations may result in further disciplinary actions. Compliance ensures a fair and consistent application of the disciplinary process.

REVIEW

This policy will be reviewed periodically and revised as necessary.

APPROVALS

Version	Authorization by	Approval Date	Effective Date	Sections Modified
1.0	The CEO, MAHSA International College, Penang	Dec 2020	January 2021	--
2.0	The CEO, MAHSA International College, Penang	Dec 2021	January 2022	3.0 4.0 (included General Manager, Operation)
2.1	The CEO, MAHSA International College, Penang	Dec 2023	January 2024	4.9 (included the PMB)
2.1	The CEO, MAHSA International College, Penang	Dec 2023	January 2024	Reviewed & no changes