 <p><b>CHR Procedure Manual</b></p>	<u>Document Title</u>	Document No.: PM-CHR-003	
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## 1.0 Purpose

1.1 Employees' conduct should contribute to the achievement of the organization's goals and objectives. When employees' conduct is unsatisfactory or fails to meet the employer's expectations, corrective action may be taken using progressive discipline. Serious offences may result in heavy punishment or termination.

## 2.0 Scope

2.1 This procedure is applicable to all employees in Comfort Rubber Gloves Industries Sdn. Bhd. (CRG).

## 3.0 Definitions


- 3.1 CRG – Comfort Rubber Gloves Industries Sdn. Bhd.
- 3.2 HR – Human Resources
- 3.3 HOD – Head of Department
- 3.4 DI – Domestic Inquiry

## 4.0 Requirements, Process, Procedure and Responsibilities

### 4.1 Procedure

- 4.1.1 Immediate superior/ HOD received reported case of misconduct by employee.
  - 4.1.1.1 Immediate superior/ HOD should categorize whether the misconduct is major, or minor based on the misconduct listing.
  - 4.1.1.2 For minor misconduct, immediate superior/ HOD shall take appropriate disciplinary action and submit to HR & Administration department for record keeping.
  - 4.1.1.3 For major misconduct, immediate superior should refer the case to HR & Administration department for next action.
- 4.1.2 HR & Administration received reported case of misconduct.
  - 4.1.2.1 The HR & Administration department will issue show cause letter to the employee on the allegations of the major misconduct.
  - 4.1.2.2 The employee is required to reply his/her explanation with justifications within 5 working days. Failure to reply within the stipulated timeline is

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regarded as an admission of guilt and HR & Administration department will decide on the appropriate disciplinary action.

- 4.1.2.3 If explanation is accepted, no further action will be taken.
- 4.1.2.4 If the employee admits wrongdoing, HR & Administration department will consider the mitigating factor and his/her plea for leniency (if any) before deciding the appropriate disciplinary action.
- 4.1.2.5 If the explanation is not justified or not acceptable, HR & Administration department will proceed with suspension (optional) and initiate a domestic inquiry (DI).
- 4.1.2.6 HR & Administration department will proceed with appropriate disciplinary action if the employee found guilty after deliberate DI report and recommendation of DI panel board.


4.1.3 Sexual Harassment

- 4.1.3.1 On claims or complaint related to sexual harassment, the immediate superior should immediately record from the claimant.
- 4.1.3.2 The immediate superior/ HOD will then submit the statements to HR & Administration department.
- 4.1.3.3 HR & Administration department will proceed with investigation involving victim, witnesses & accused employee.
- 4.1.3.4 If the complaint found baseless, case will be closed.
- 4.1.3.5 If there is a prima facie case (established), HR & Administration will proceed with suspension and initiate a domestic inquiry (DI).
- 4.1.3.6 If the DI Panel found the accused not guilty, then the case is considered close.
- 4.1.3.7 If the DI Panel found the accused guilty, the management will decide on the appropriate disciplinary action.

4.1.4 Appeal

- 4.1.4.1 Appeal is a process of arbitration comprising of three panel members from the senior management to review the decision of disciplinary action of the major misconduct.

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4.1.4.2 Appeal is only allowed to be raised within two weeks from the decision of disciplinary action of the major misconduct.

4.1.4.3 If the employee appeals against the decision of disciplinary action of the major misconduct, the management will set up an Appeal Committee consisting of three panel members from the senior management to hear the appeal.

4.1.4.4 Decision of the Appeal Committee is final, and the employee will be notified on the final decision.

## 4.2 Categories

### 4.2.1 Minor Misconduct

One-off, first occurrences which affect only the employee, or issues which do not involve the safety and security of colleagues.

4.2.1.1 Absent without permission (< 3 days)

4.2.1.2 Coming late to work or missing from the workplace without permission

4.2.1.3 Sleeping while on duty

4.2.1.4 Negligence which does not cause severe damage to the Company property or injury to another employee

4.2.1.5 Medical leave not notified to immediate superior within 48 hours

4.2.1.6 Failed to comply with Company's procedures and policies

4.2.1.7 Resting/entering/staying at prohibited/unauthorized area

4.2.1.8 Posting, altering or removing any notice/memorandum/advertisement on Company's notice boards without the permission of the management


4.2.1.9 Conduct personal business activities during working hours or in Company's premises

4.2.1.10 Indecent behaviour – the use of foul language, indecent attire, immoral act, etc

4.2.1.11 Parking of personal vehicles in area not designated by the Company

Note: The list is non exhaustive

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#### 4.2.2 Major Misconduct

Act which is intentionality or deliberately done, has injured or damaged the reputation or property of the Company.

##### 4.2.2.1 Repeated minor misconduct

4.2.2.2 Stopping work before the stipulated end of finishing time without permission/ leaving early from the workplace without permission

4.2.2.3 Sexual harassment

4.2.2.4 Insubordination or disobedience

4.2.2.5 Act of theft, fraud or dishonesty in connection with the Company's business or property

4.2.2.6 Act of vandalism or inscribe graffiti, or intentionally damaging the Company's property

4.2.2.7 Falsifying or unauthorized destroying/deleting the Company records including soft or hardcopy documents and computer data

4.2.2.8 Receiving/accepting or giving bribes or any illegal gratification or any monetary benefit to carry out or not to perform one's duties which may jeopardize the Company's legitimate benefit and interest

4.2.2.9 Gambling at the workplace

4.2.2.10 Infringement of any safety regulation

4.2.2.11 Sending offensive notes/memorandum/letters/drawings/video/recorded voices by whatever means to co-worker or superior

4.2.2.12 Hosting personal visitor/visitors without prior permission from the management to tour the Company's premises or allowing him to use the Company facilities

4.2.2.13 Riots or disorderly behaviour or/of fighting or inciting to fight within the Company's premises

4.2.2.14 Violence, abusing or assaulting or threatening to assault or to do any injury to other employee, superiors, or Company's clients or customer


4.2.2.15 Possession of dangerous weapons in the Company's premises

4.2.2.16 Working under the influence of drugs or alcohol or as a drug dealer

4.2.2.17 Any immoral act in the Company's premises

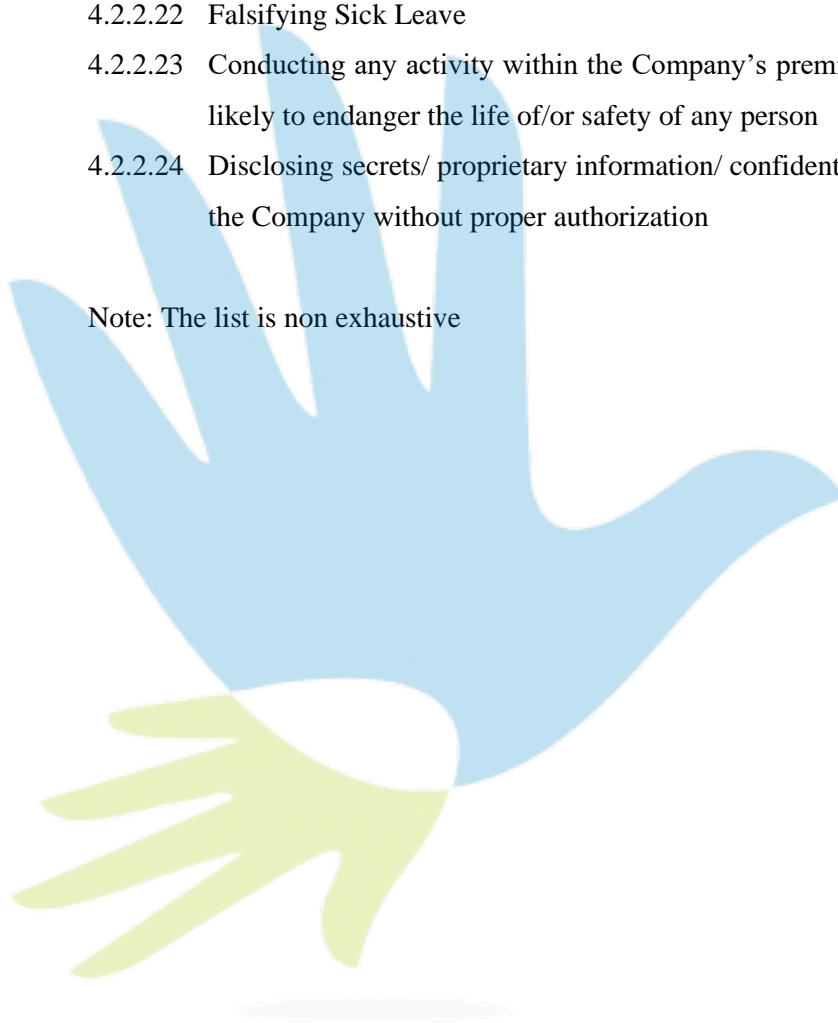
4.2.2.18 Any criminal offence

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- 4.2.2.19 Violating code of conduct/ security/ safety/ dormitory and other company rules
- 4.2.2.20 Thumb on behalf of another employee's attendance card
- 4.2.2.21 Stealing other employee's property within the Company's premises
- 4.2.2.22 Falsifying Sick Leave
- 4.2.2.23 Conducting any activity within the Company's premises which is/may likely to endanger the life of/or safety of any person
- 4.2.2.24 Disclosing secrets/ proprietary information/ confidential information of the Company without proper authorization

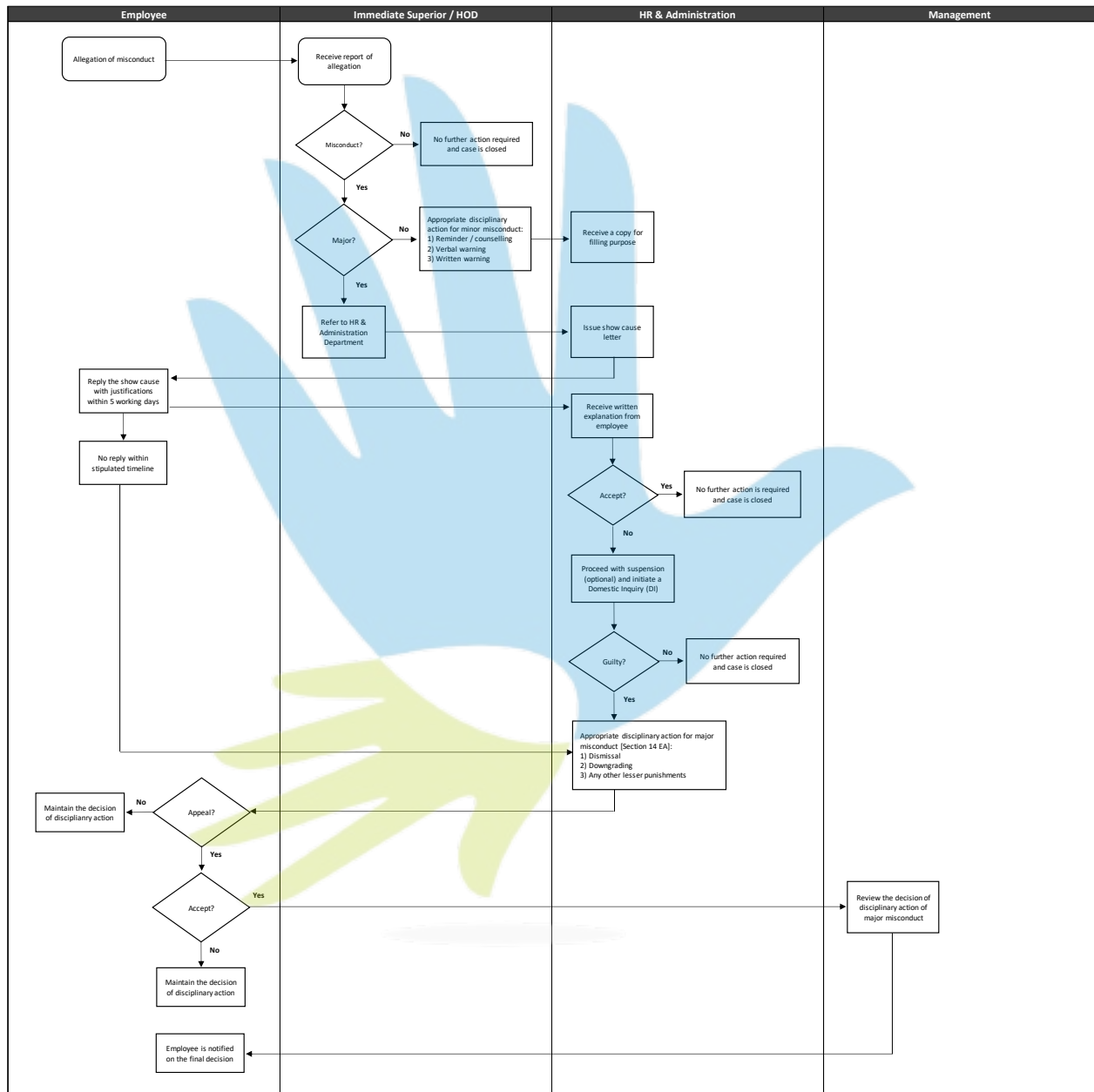
Note: The list is non exhaustive



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## 5.0 Reference Documents

### 5.1 Employee's Misconduct Disciplinary Action Flow



## 5.2 Sexual Harassment Disciplinary Action Flow

