



## DISCIPLINARY & PUNISHMENT POLICY

**ALWAYS  
ON THE  
MOVE**



# DISCIPLINARY & PUNISHMENT POLICY

## 1. Objective

The purpose of this Disciplinary & Punishment Policy is to promote discipline, accountability, and ethical conduct at SSRC Logistics Private Limited ("the Company"). This policy outlines corrective actions for minor and major misconduct while ensuring fairness, transparency, and natural justice.

---

## 2. Scope

This policy applies to all employees of SSRC Logistics Private Limited including permanent, temporary, contractual, probationary employees, trainees, interns, and consultants.

---

## 3. Principles Governing Disciplinary Action

- Fairness and impartiality
  - Consistency in decision-making
  - Proportionality of punishment
  - Opportunity to be heard (natural justice)
  - Progressive discipline where applicable
-

## 4. Classification of Misconduct

### 4.1) Minor Misconduct

Minor misconduct refers to actions that disrupt workplace discipline but do not severely impact business operations, safety, or company reputation.

**Examples include:**

- Late reporting to work or early departure without approval
  - Poor performance due to negligence
  - Non-adherence to company SOPs
  - Misuse of company property (minor)
  - Failure to follow reporting hierarchy
  - Insubordination without aggressive behavior
  - Repeated minor policy violations
- 

### 4.2) Major Misconduct

Major misconduct refers to serious acts that may cause financial loss, safety risk, legal exposure, or reputational damage to the company.

**Examples include:**

- Theft, fraud, or misappropriation of company assets
  - Willful damage to company property
  - Serious insubordination or threats
  - Sexual harassment or discrimination
  - Workplace violence or intimidation
  - Breach of confidentiality or data security
  - Alcohol or substance abuse at workplace
  - Falsification of records or documents
  - Gross negligence leading to business loss
-

## 5. Punishments for Minor Misconduct

Disciplinary action for minor misconduct shall follow a progressive approach:

1. **Verbal Warning** (documented)
2. **Written Warning**
3. **Final Warning / Show Cause Notice**
4. **Performance Improvement Plan (PIP)**
5. Temporary **suspension** or **loss of privileges**

**Repeated minor misconduct may be treated as major misconduct.**

---

## 6. Punishments for Major Misconduct

Depending on the severity, the following actions may be taken:

- Written warning or censure
- Financial penalty or recovery of loss
- Suspension without pay
- Demotion or reassignment
- Termination of employment
- Legal action, if applicable

**Immediate suspension may be imposed pending inquiry in serious cases.**

---

## 7. Inquiry Process

- A show cause notice shall be issued to the employee.
  - The employee shall have the right to submit a written explanation.
  - A domestic inquiry may be conducted if required.
  - Findings shall be recorded and communicated in writing.
-

## 8. Authority to Impose Punishment

Disciplinary authority shall vest with:

- Immediate Supervisor (minor issues)
  - HR / Management (major issues)
  - Managing Director / Board (termination or legal action)
- 

## 9. Appeal Process

An employee may appeal against disciplinary action within seven (7) working days of receiving the order. The decision of management after review shall be final.

---

## 10. Non-Retaliation and Confidentiality

No employee shall face retaliation for reporting misconduct. All disciplinary proceedings shall be kept confidential to the extent possible.

---

## 11. Review and Amendment

The Company reserves the right to amend this policy to ensure compliance with applicable laws and business needs.

---



**Krishan Choudhary**  
Managing Director





[www.SSRC.co](http://www.SSRC.co)

[Info@ssrc.co](mailto:Info@ssrc.co)

— — — — — *Logistics You Can Count On*