



Disciplinary Action Policy





1. Purpose

Provide a structured framework for addressing employee misconduct and performance issues

2. Scope

Applies to all employees across all locations of Silk Mile.

3. Grounds for Action

- Absenteeism, repeated lateness, insubordination.
- Misuse of company property, breach of confidentiality, fraud, harassment.

4. Procedure

1. Verbal Warning (documented).
2. Written Warning with improvement plan.
3. Suspension without pay (up to 5 days).
4. Termination with/without notice based on severity.

5. Compliance

Disciplinary actions will follow due process, and employees will have the right to appeal.