



DISCIPLINARY PROCEDURE

At Barberyn Ayurveda Resorts we consider our staff to be our biggest asset, and we acknowledge the need to maintain company standards for all employees. We are committed to maintaining a positive and inclusive work environment that upholds the standards and principles of Barberyn's work ethos, respecting the rights and dignity of our employees.

DISCIPLINARY PROCEDURE

Employees are required to conduct themselves at all times in accordance with the company's policies, rules, and regulations. Employees must also follow certain established norms outside of work hours and the workplace. Any employee who is the subject of a misbehavior complaint will get fair treatment as per the Disciplinary Policy.

PROCESS

I.1 Preliminary Inquiry

1. Any act of misconduct or breach of company's policies, rules, and regulations must be brought to the notice of the owner, owners' representative or HR department.
2. This complaint should be recorded with the relevant signatures of the party filing the complaint, and the Head of HR informed.
3. A preliminary inquiry should be held to gather facts to see if indeed a breach has occurred. All statements and proof should be recorded with signatures, and in the event there is any digital evidence this should be backed up.
4. Depending on the gravity of the misconduct, an employee may be suspended with pay in order to avoid any possibility of the investigations being hampered.

I.2 Explanation

1. Should a breach of conduct be established, HR will issue a letter requesting explanation, which the employee needs to reply within 5 working days.

I.3 Action

1. In the event an employee is found not guilty of the charges, then the employee will be informed that all charges have been dismissed and the disciplinary process concluded. Additionally, a complaint will be advised if the complaint was found to be made with malicious intent.
2. In the event an employee is found guilty of the charges, whether by evidence presented or acceptance, then the employee will be penalized in accordance of the offence and will be informed via written communication. Employment will be immediately terminated if the employee found guilty of serious misconduct.
Some examples of penalties may include:
 - Verbal warning
 - Written warning
 - Reassignment of job role

- Immediate dismissal

Signed by:

Date: