



Company Disciplinary Policy & Procedure

1. Purpose and Commitment

The company is committed to maintaining a safe, respectful, and professional work environment. The purpose of this policy is to establish clear standards of behavior, ensure strict adherence to standard operating procedures, and provide a fair, consistent, and transparent framework for addressing workplace misconduct. Our approach to disciplinary action is intended to be corrective rather than purely punitive, aiming to guide employee improvement while safeguarding our operational integrity and the well-being of all staff members.

2. Basis and Criteria for Disciplinary Action

To maintain order and ensure a professional environment, the company has established clear criteria defining workplace misconduct and the appropriate disciplinary actions.

2.1 Categories of Misconduct

- **Minor Misconduct:** Includes but is not limited to frequent tardiness, unauthorized absence, failure to follow standard operating procedures, and minor insubordination.
- **Major Misconduct:** Includes but is not limited to harassment or abuse (physical, verbal, or psychological), theft, fraud, breach of confidentiality, and severe insubordination.

2.2 Disciplinary Actions

Depending on the severity and frequency of the misconduct, the company may apply the following disciplinary measures:

- **Verbal Warning:** For first-time, minor offenses.
- **Warning letter:** For repeated minor offenses or moderately serious offenses.
- **Suspension:** Pending investigation for major misconduct.
- **Dismissal / Termination:** For gross or repeated major misconduct, including substantiated claims of harassment.



3. Disciplinary Procedure

The company ensures that all disciplinary matters are reviewed, investigated, and handled fairly and consistently.

3.1 Review and Investigation

- Upon receiving a report of misconduct, the Admin/HR Department will initiate a preliminary review.
- If warranted, a formal, impartial investigation will be conducted to gather facts and evidence from all relevant parties.

3.2 Right to Respond (Show Cause)

- Before any major disciplinary action is taken, the accused employee will be issued a "Show Cause Letter" detailing the allegations.
- The employee will be given a fair opportunity (typically 48 to 72 hours) to respond to the allegations in writing and present their defense.

3.3 Final Determination

- Based on the findings of the investigation and the employee's response, management will determine the appropriate disciplinary action consistently with company criteria.
- All disciplinary actions will be documented and kept in the employee's personnel file.

A handwritten signature in black ink, appearing to be "LEE SHIH YAO", written over a horizontal line.

LEE SHIH YAO

General Manager

July 2026