

	SALIHIN	Document No: HR-TNC-09	
Title: EMPLOYEES POLICIES & PROCEDURES – CATEGORY OF MISCONDUCT		Revision No: 1	Effective Date: 1st JANUARY 2015

CATEGORY OF MISCONDUCT

1.0 MAJOR MISCONDUCT

- 1.1 Willful disobedience of a lawful order.
- 1.2 Insubordination.
- 1.3 Gross Inefficiency.
- 1.4 Neglect or inattention to duty.
- 1.5 Persistent contravention of the Company's rules and regulations.
- 1.6 Gross negligence resulting in damage to the Company's property, reputation or causing financial loss to the Company or injury to other fellow worker/s.
- 1.7 Stealing or attempting to remove without authorization any property belonging to the Company or in custody of the Company.
- 1.8 Willfully causing damage to the Company's property or any property in the custody of the Company.
- 1.9 Without provocation, willfully assaulting another employee or a client of the Company or any other person related to the Company in the company premises.
- 1.10 Became or cause of a financial embarrassment to the Company.
- 1.11 Charged with criminal offence.
- 1.12 Endangering life due to carelessness or causing injury or death.
- 1.13 Creating a nuisance or a disturbance on Company premises.
- 1.14 Fighting while on duty or striking another person while on duty.
- 1.15 In possession of alcoholic drinks whilst on Company premises for the purpose of consumption.
- 1.16 Threatening or intimidating other employee or the Company's client.

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- 1.17 Any immoral act within Company premises.
- 1.18 Defrauding or attempting to defraud the Company (including the falsification of official documents or any records, e.g. forging or defacing of medical certificates).
- 1.19 Misrepresentation or suspension of facts in relation to the Company, either verbal or in writing.
- 1.20 Being intoxicated while at work and/or on Company premises.
- 1.21 Engaging in private business during working hours.
- 1.22 Leaving workplace without proper permission.
- 1.23 Gambling on Company premises.
- 1.24 Failure to report an accident.
- 1.25 Inciting or abetting other employees to commit any of the offences listed under this category.
- 1.26 Installing illegal software
- 1.27 Duplication office software

2.0 MINOR MISCONDUCT

- 2.1 Inefficiency and poor time keeping.
- 2.2 Loitering, malingering or idling while on duty.
- 2.3 Continuously late for work without any reasonable excuses.
- 2.4 Contravention of any safety regulations duly advised by circulars or official notices.
- 2.5 Smoking in undesignated areas on Company premises.
- 2.6 Chatting during office hour.