



EMPLOYEE DISCIPLINARY POLICY

**ASKARI LIFE ASSURANCE COMPANY
LIMITED**

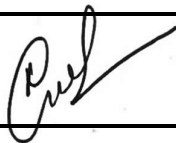
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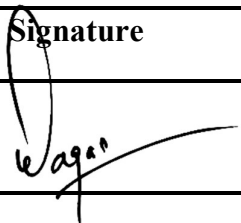
EMPLOYEE DISCIPLINARY POLICY

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Prepared by:

Version No	Prepared by	Signature
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Reviewed and recommended for the approval by **Ethics, Human Resource, Remuneration and Nomination Committee** on October 26th, 2023.

Approved by the Board of Directors in meeting held on October 27th, 2023.

EMPLOYEE DISCIPLINARY POLICY

POLICY STATEMENT

The maintenance of socially acceptable and ethically correct behavioral standards from the employees at the workplace and elsewhere is in the best interests of Askari Life and its staff. Where such standards are breached, the company has a right and responsibility to initiate corrective action.

As representatives of Askari Life, all employees must perform their role with honesty, integrity and in the best interest of the organization. Employees are expected to demonstrate a standard of conduct that upholds the reputation of Askari Life and is respectful of the rights of others, and the standards of the society in which the company operates. Employees must act in conformity with applicable laws, policies, regulations and acceptable society standards.

Askari Life's Code of Conduct, disciplinary code and procedures are designed to make clear the behavioral standards required of company employees and to specify the actions to avoid/rectify unacceptable deviations from these standards.

SCOPE

This policy and actions apply to all staff of Askari Life Assurance Company Limited.

PURPOSE & OBJECTIVES

The aim of this policy is to establish fair and consistent guidelines for the behavior standards expected from Askari Life employees. The policy also outlines the corrective steps that will be taken if an employee exhibits behavior that is deemed unacceptable.

The main objectives of the disciplinary policy are;

1. To establish rules pertaining to employee conduct, performance, and responsibilities so that all employees can conduct themselves according to rules of good behavior and good conduct.
2. To set out the general principles relating to achieving and maintaining standards of conduct and job performance.
3. To inform all employees of the disciplinary rules and issues relating to misconduct and gross misconduct which will result in disciplinary action, and advise all employees and their managers about the disciplinary procedure.
4. To ensure that fair, consistent and reasonable action is taken where acceptable standards of conduct and job performance are not maintained.

DISCIPLINARY CODE

Misconduct is defined as failure to use reasonable care, the doing of something which a reasonably prudent person would not do, or failure to do something which a reasonably prudent person would do under like circumstances. A departure from what an ordinary reasonable member of the community would do in the same community.

Misconduct is classified as 'Minor' and 'Major' misconduct according to the nature of its severity. The following constitutes minor and major misconducts and appropriate disciplinary action may be taken in response to any of the following;

Minor Misconduct

- a) Habitual late attendance
- b) Interference with work performance of other employee(s)
- c) Improper dressing
- d) Smoking, use of pan/gutka/tobacco etc. in the office premises; or
- e) Misuse of official time and/ or resources

Major Misconduct

- a) Theft, fraud, defalcation or dishonesty related to company's business or property
- b) Accepting or giving bribe or any illegal gratification
- c) Willful damage to property or loss to company's goods/ property
- d) Breach of confidentiality
- e) Violation of any applicable policy and law
- f) Frequent neglect of work and/ or tardiness
- g) Verbal or physical abusive behavior
- h) Causing actual bodily harm (ABH) and/ or grievous bodily harm (GBH) to other employees
- i) Working under the influence of drugs or alcohol or any such substance
- j) Unauthorized possession of intoxicants, illegal drugs and/ or weapons
- k) Discrimination or harassment on the basis of gender, race, religion, caste, etc.
- l) Intentional insubordination or refusal to obey any lawful or reasonable order of superior
- m) Conflict of interest through engagement in other employment/ business of similar nature
- n) Neglect or carelessness in following safety or departmental rules, or disregard of common safety practices;
- o) Unauthorized material movement outside company's office/branch
- p) Unauthorized absence for more than 10 days
- q) Failure to report any significant incidence/accident which must have been brought to the knowledge of the company
- r) Frequent minor offenses

DISCIPLINARY PENALTIES

Any misconduct will make the employee liable to disciplinary action once the misconduct is established, which refers to one or more of the following measures depending on the nature of violation/ offense.

- Verbal counseling
- Written advice / warning
- Transfer to other department / function / location
- Withholding of promotion, and/ or salary increase
- Termination / Dismissal
- Civil or criminal prosecution under the laws of Pakistan in competent court of law, as the case may be
- Any other penalty as decided by Disciplinary Action Committee based on the circumstances of the case

CONSTITUTION OF DISCIPLINARY ACTION COMMITTEE

An internal, independent Disciplinary Action Committee (DAC) shall be constituted amongst the employees of the company who will review and decide all cases which are referred to DAC, pertaining to decisions related to disciplinary cases based on the merit of the case(s). The committee members will consist of the following members:

1. Mr. Atif Shamim Syed, Compliance Department – Chairman (atif.shamim@askarilife.com)
2. Mr. Azfar Khan, PHS Department – Member (azfar.khan@askarilife.com)
3. Ms. Neelam Malik Tajani, Administration Department – Member (neelam.malik@askarilife.com)

Based on the employment changes of the members of the committee, as the case may be, the management will announce the new member(s) and update their name(s) in the Disciplinary policy. In case any of the members of the Inquiry Committee is involved in the matter/case, that member will be replaced by other impartial member for that particular case.

The Disciplinary Action Committee shall have the power to regulate its procedure for conducting inquiry(s), as it deems appropriate based on the nature of the case(s) and in accordance with the relevant laws.

DISCIPLINARY ACTION STEPS

Outlined below are the steps of company's discipline action steps and procedure. Company reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Stage 1

1. The supervisor should initially inform the employee verbally of the violation/misconduct and should advise him/her for adopting the desired behavior.
2. The initial counseling should aim at correcting the employee's behavior, however, the supervisor should find out the reasons for unsatisfactory behavior.
3. A colleague of the concerned employee's choice may accompany him/ her for any discussion with the supervisor.
4. A copy of correspondence/ counseling session may be shared with HR for maintaining in the employee's personal file, if needed.

Stage 2

1. If the improvement is not forthcoming or subsequent violations occur again within a short span of time, then the employee will be interviewed again by the supervisor in the presence of Head of the respective Department and/or HR representative.
2. A colleague of the concerned employee's choice may accompany his/ her for any discussion with the supervisor.
3. A copy of correspondence/ counseling session will be shared with HR for maintaining in the employee's personal file, if needed.

Stage 3

1. In case of instances constituting major misconduct or repeated minor misconduct, the supervisor, keeping in loop the Head of the respective department, will inform the HR Department.
2. On receiving this information, HR Department will review the nature of offense for appropriate disciplinary action to be taken.
3. The HR Department in consultation with the Head of the respective department, will proceed with one or more of the following actions:
 - I. Meet with the employee to further investigate the situation.
 - II. Issue a formal warning letter to desist from such misconduct.
 - III. Issue a show cause notice to the Employee informing him/ her of the alleged misconduct giving the opportunity to respond to the charges within a stipulated timeframe of the receipt of notice. If the Employee acknowledges the charges within the stipulated time, the HR Department will recommend one or more of the measures as stated above. If the Employee denies the charges or the response provided is unsatisfactory, DAC will investigate the charges in a fair and impartial manner by providing full opportunity to the Employee to defend his/her position;

Procedure of Inquiry

- a. Where there are grounds for disciplinary action and there is a case for an employee to answer at an inquiry proceeding, the employee will be notified of the requirement for them to attend the same;
- b. The employee will be informed in writing of the allegations against them, the basis for those allegations, and the range of potential consequences, if DAC decides after the hearing, that the allegations are true or well-founded;
- c. The letter giving notice of the disciplinary hearing will also include the following information where appropriate:
 - i. the investigation reports;
 - ii. a copy of any relevant document gathered during the investigation and or which will be used or referred to at the disciplinary hearing;
 - iii. any witness statements or notes of witness interviews, except where a witness' identity is to be kept confidential, in which case company will give the Employee as much information as possible from the anonymous witness while maintaining confidentiality; and
 - iv. the date, time and place of the inquiry proceeding.
 - v. If the Employee cannot attend the disciplinary hearing, they should inform the DAC who may arrange an alternative time.
- IV. The employee will be given an opportunity to present in front of DAC. DAC will conduct the inquiry by providing equal opportunity to the accused and the management representative to hear them and review the evidences submitted and witnesses presented.
- V. If the Employee does not present before the DAC within the stipulated time period, which may itself be treated a misconduct, the inquiry will be conducted ex-parte;

- VI. In some circumstances, the company may need to suspend an employee from work during the course of a disciplinary investigation. The suspension will be for no longer than is necessary to investigate the allegations and shall at all times conform to the minimum standards for such suspension as set forth in the applicable laws.
 - VII. The DAC shall decide the matter, and will take the decision and/ or necessary steps, in accordance with the findings of the inquiry and provided circumstances. The same shall be communicated to Human Resources Department for implementation with necessary details as the case may be.
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- 4. The HR Department will act as an advisor/consultant for employee indiscipline in view of legal sensitivities involved.
 - 5. The concerned employee will be informed of all proceedings at all stages.
 - 6. All correspondences must be kept in employee's personal file for record purposes.
 - 7. A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if the company considers that it is relevant to the Employee's employment. Where criminal offenses have been committed or being suspected, the disciplinary action will be initiated by the company without waiting the outcome of the departmental proceedings.
 - 8. If the individual liable to disciplinary charges is simultaneously pursuing grievance, the decision on disciplinary charges may be taken without awaiting the response on the grievance outcome.

Stage 4

If the concerned employee is aggrieved by the decision of the DAC, he/she may file an appeal to the CEO of Askari Life, whose decision shall be final.

RESPONSIBILITIES

The CEO, Executive Committee and Managers are responsible for the effective implementation of the disciplinary policy. Additionally, all employees as well, have a responsibility to comply with company's policies, procedures and code of conduct, to perform their duties effectively and provide impartial and accurate advice and act in a manner that promotes a responsible, productive and harmonious working environment.

POLICY REVIEW/ MODIFICATION

Management can, at any time and at its sole discretion without the need for any of the employees' approval, review/rescind/modify the related policies and guidelines based on business need, and/ or regulatory requirement.

It is clarified that this Disciplinary Policy shall be read and construed in line with the applicable laws which shall be deemed to form a part of this Disciplinary Policy. In case of any conflict between this Disciplinary Policy and the applicable laws, the provisions of the applicable laws shall prevail.