



Policy Title: Disciplinary Policy

1.0 Objective

The objective of this policy is to provide employees with a fair, clear and useful tool for correcting problems impeding performance, as well as to provide a process to assist management in handling cases of unacceptable personal conduct.

2.0 Scope

This policy applies to all employees of UMT.

3.0 Policy

UMT's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The following acts or omissions will be basis of disciplinary action;

- a) Disregard or disobedience of rules policies or orders
- b) Loafing, loitering, sleeping or engaging in unauthorized personal business.
- c) Unauthorized disclosure of confidential information or records and/or violation of non-disclosure policy.
- d) Falsifying records or giving false information to other agencies or to employees responsible for record keeping.
- e) Failure to comply with health, safety and sanitation requirements, rules, and regulations.
- f) Unauthorized or improper use of University property or equipment including vehicles, telephone, internet or mail service.
- g) Unauthorized entry to University property, including unauthorized entry during and after duty hours or entry to restricted areas.
- h) Unauthorized religious or political activity of any form.
- i) Inappropriate dress (Refer to UMT dress code) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- j) Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.
- k) Improper behavior e.g. threatening or doing bodily harm
- l) Making false or misleading statements
- m) Unauthorized usage of university stationery (violation of signature policy)
- n) misconduct

The following acts or omissions will be construed to be misconduct



- a) Willful insubordination or disobedience to any reasonable order of superior
- b) Theft fraud or dishonesty in connection with university property
- c) Tempering with records
- d) Willful damage or loss of UMT property (including intellectual property)
- e) Taking or giving bribes
- f) Habitual absence without leave
- g) Absence without leave for more than 10 days
- h) Habitual late
- i) Habitual breach of any law of regulatory authority applicable to university
- j) Riotous or disorderly behavior during work hours
- k) Habitual negligence or neglect of work
- l) Striking or inciting others to strike
- m) Negating Islamic ideology, Muslim cultural values or national integrity of Pakistan
- n) Inefficient working, tardiness or go slow
- o) Engage in practice considered as plagiarism under the HEC policy
- p) Act or omission that can be construed as sexual harassment
- q) Improper relations with students
- r) Physical violence
- s) Criminal activities
- t) Late submission of results without any reason
- u) Frequent repetition of any act or omission mentioned

The above list is not exhaustive and only serves as a guideline.

3.1 Process

Head OHCM after receipt of formal written complaint by the complainant will initiate the disciplinary proceedings within three working days.

3.2 Written Explanation

The defendant will be asked to provide his explanation in writing regarding the allegations.

3.3 Suspension Pending Inquiry

After receiving the written explanation from the defendant Head OHCM may deem it necessary to suspend the employee after consultation with the chairman Staff/Faculty disciplinary committee. Such suspension will not be more than four weeks and will not be administered for more than four days at a time. During the period of suspension, the employee will be given full salary as per law.

3.4 Disciplinary Committee

The Head OHCM will intimate the disciplinary committee of the proceedings against the defendant employee. The secretary of the staff/faculty disciplinary committee will call the meeting of the committee.

The committee will provide every opportunity to the defendant to defend himself/herself. A written record of minutes of proceedings of the committee will be kept. If the inquiry committee finds the



employee guilty appropriate disciplinary action up to termination from employment may be taken against the defendant employee.

In case the defendant employee is found not guilty of allegations he/she will be reinstated to his/her position and would be considered to be on duty during the period of suspension.

3.5 Disciplinary Action

Depending upon the gravity of the act or omission disciplinary action may call for any of the following actions;

- a) Written warning,
- b) Stoppage of increment
- c) Demotion to a lower rank
- d) Fine
- e) Termination of employment

3.5.1 Written Warning

A written warning will state the specific performance or conduct that is the basis for disciplinary action, specific performance or conduct corrections to be made, timeframe within which to demonstrate the corrections and consequences for failing to make corrections.

3.5.2 Stoppage of Increment

The annual increment of the employee may be stopped for that particular year provided his/her actions/omissions warrant such a punishment.

3.5.3 Fine

Depending upon the act/omission an employee may be fined up to 3 percent of his/her salary.

3.5.4 Demotion to a Lower Rank

An employee may be demoted to a lower rank in consequence of disciplinary proceedings against him. His/her salary may or may not be adjusted depending upon the severity of act/omission.

3.5.5 Termination of Employment

An employee may be terminated from service after conducting a formal enquiry.

4.0 Compliance and Enforcement

The OHCM is responsible for ensuring implementation.