

## **Disciplinary Policy**

### **Purpose:**

- The Disciplinary Policy of Arkan Graphics outlines the procedures and guidelines for addressing employee misconduct and performance issues in accordance with UAE labour laws, aiming to maintain a productive and respectful workplace environment.

### **Scope:**

- This policy applies to all employees of Arkan Graphics, including full-time, part-time, and temporary employees.

### **Principles:**

#### **1. Fairness and Consistency:**

- Disciplinary actions will be conducted fairly, objectively, and consistently across all levels of the organization, adhering to principles of natural justice.

#### **2. Progressive Discipline:**

- The company employs a progressive discipline approach, beginning with verbal warnings and advancing to written warnings and potentially termination, based on the seriousness and recurrence of the misconduct.

### **3. Documentation:**

- All disciplinary actions will be documented comprehensively, including the incident details, actions taken, and employee responses, ensuring transparency and accountability.

## **Procedures:**

### **1. Informal Counseling:**

- Minor infractions or performance issues may initially be addressed through informal counseling by the employee's supervisor or HR, aiming to resolve issues promptly and amicably.

### **2. Formal Disciplinary Action:**

- If informal counseling fails or for more serious infractions:
- Verbal Warning: A verbal warning will be issued, clearly stating the issue and expectations moving forward.
- Written Warning: If the behavior persists, a written warning will be issued, documenting the concern, consequences of further misconduct, and a timeframe for improvement.
- Final Written Warning: For repeated or severe offenses, a final written warning may be issued, emphasizing potential consequences, including termination, if behavior does not improve.

### **3. Suspension:**

- In cases of grave misconduct or pending investigation of serious allegations:
- Suspension may be imposed, with or without pay, pending further investigation and resolution of the issue.

#### **4. Termination of Employment:**

- If misconduct continues despite previous warnings, or in cases of gross misconduct such as theft, harassment, or serious policy breaches:
- Termination of employment may be considered after thorough investigation and adherence to due process.

#### **Appeals Process:**

##### **1. Employee Appeal:**

- Employees have the right to appeal any disciplinary action taken against them.
- Appeals must be submitted in writing to the HR department within a specified timeframe (e.g., 5 business days from the date of disciplinary action).

##### **2. Appeal Review:**

- The appeal will be reviewed impartially by management or a designated committee not involved in the initial disciplinary decision.
- A decision on the appeal will be communicated in writing to the employee and will be final.

#### **Compliance and Implementation:**

##### **1. Legal Compliance:**

- This Disciplinary Policy is designed to comply with UAE labor laws and regulations governing disciplinary procedures.

##### **2. Implementation:**



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- This policy is effective immediately upon distribution to all employees.
- Regular training sessions and communication will ensure employees understand their rights and obligations under this policy.

### **Conclusion:**

- Arkan Graphics is committed to upholding a professional and respectful workplace environment. This Disciplinary Policy aims to promote accountability while ensuring fair treatment of all employees in line with UAE legal requirements. Employees are encouraged to seek clarification from the HR department regarding any aspect of this policy.



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