Disciplinary procedure manual

**1. Types of disciplinary action**

1. Dismissal
2. Demotion
3. Suspension
4. Attendance ceased
5. Deduction
6. Reprimand

**2. Disciplinary procedure**

1. Occurrence of the reason for disciplinary action; representative of Eppendorf Korea is informed
2. Investigation of actual facts and obtainment of evidence (HR Team)
3. Before holding the meeting, the company can request the employee in concern to write Appendix 1 (Statement of Defense).

d. Meeting is convened to determine the type of disciplinary action

* Participants: CEO, HR Staff, Team Leader of the employee to be disciplined. However, participants may be changed at the company’s discretion.
* After the meeting, the company shall write Appendix 2(Meeting minutes)

e. Employee is informed of the final decision on disciplinary action using Appendix

\* As “Attendance ceased”, “Deduction”, and “Reprimand” of the disciplinary types correspond to light disciplinary action, procedures c and d above may be omitted.

**(Appendix 1)**

**Statement of Defense**

**소명서**

|  |  |  |  |
| --- | --- | --- | --- |
| Name 성명 |  | Department 소속 |  |
| Position 직급 |  | Employee number사번 |  |

I, the aforementioned person, hereby submit this report for the defense of reason for disciplinary action.

상기 본인은 본인의 징계사유에 관하여 아래와 같이 소명합니다.

|  |
| --- |
|  |

\*필요한 경우 별도의 페이지와 자료를 첨부할 수 있습니다.

\*Additional pages and material may be attached if required.

\_\_\_\_\_\_\_\_\_,20xx

20xx 년 월 일

Name 성명 : (Sign/서명)

**(Appendix 2)**

**Meeting Minutes**

**회의록**

|  |  |
| --- | --- |
| Meeting place  회의 장소 |  |
| Meeting time  회의 일시 |  |
| The person to be considered for the disciplinary committee  징계 심의 대상자 |  |
| Details of the meeting  회의 내용: | |
| Participants  참석자 | (Sign /서명) |
| (Sign /서명) |
| (Sign /서명) |
|  |
|  |

**(Appendix 3)**

**Notice of the Disciplinary Action**

**징계 결과 통지서**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person to be disciplined  피징계인 | Name  성명 |  | Department  소속부서 |  |
| Job Title  직급(직위) |  | Employee number  사번 |  |
| Reason(s) for the disciplinary action  징계 사유 |  | | | |
| Applicable provisions  관련 근거 | 취업규칙 OO조 | | | |
| Disciplinary action  징계의결 내용 | 견책  Reprimand | | | |
| We notify the disciplinary action against you as above.  위와 같이 징계 처분을 통지합니다.  October ,2016  2016. 10. .  **Representative of Eppendorf Korea** | | | | |