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	POLICY	Revision No : 03
	TITLE: COUNSELING & DISCIPLINE POLICY	Review Date : 11/01/2025
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1.0 Policy Statement

Dutch-Bangla Pack Ltd. is committed to treating all employees with dignity, fairness, and respect. The organization prohibits any form of corporal punishment, mental or physical coercion, or verbal abuse, ensuring that all employees work in an environment free from harsh or inhumane treatment.

1.1 Objectives

Dutch-Bangla Pack Ltd. acknowledges its workforce as its most valuable asset. The company is committed to:

- Enhancing employee performance through structured counseling and fair disciplinary procedures.
- Fostering a supportive work environment built on mutual trust and respect.
- Resolving conflicts effectively by emphasizing conciliation and negotiation wherever possible.
- Ensuring fairness and consistency in all counseling and disciplinary measures.

2.0 Counseling

2.1 Definition

Counseling involves discussing and addressing issues affecting an employee's work performance or conduct, aiming to find constructive solutions.




2.2 Counseling Policy Principles


- Counseling is designed to empower employees to independently address and resolve work-related issues.
- Employees undergoing counseling shall not face any disadvantage or prejudice.
- Counseling sessions will remain strictly confidential and will be conducted fairly and consistently.
- Where necessary, employees may be referred to external specialists for additional support.

2.3 Benefits of Counseling

Effective counseling helps:

- Reduce absenteeism and employee turnover.
- Retain experienced staff and enhance productivity.
- Address and resolve workplace issues early.
- Improve overall employee performance and morale.

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2.4 Counseling Procedure

1. The HR Manager, in consultation with the Factory Manager, will appoint a counselor.
2. Employees will receive a minimum of 24 hours' notice for counseling meetings, including an overview of the discussion topics.
3. The purpose and objectives of the counseling session will be clearly communicated at the outset.
4. Counseling sessions will focus on identifying performance or conduct gaps and creating actionable improvement plans, including timelines and review dates.
5. All discussions will be documented on the Counseling Interview Form, which must be signed by both the counselor and the employee.

3.0 Discipline

3.1 Definition

Discipline is a structured process aimed at addressing and correcting employee conduct or performance that does not align with company policies or standards. The emphasis is on improvement rather than punishment.

3.2 Disciplinary Principles

- Disciplinary actions will only be taken after thorough investigation and adherence to established procedures.
- Employees are entitled to representation during disciplinary sessions, and all discussions will remain confidential.
- Progressive disciplinary measures, including warnings and corrective actions, will be employed before considering termination, except in cases of gross misconduct.




3.3 Disciplinary Procedures


Step 1: First Warning

1. Employee receives 24 hours' notice for a disciplinary interview, including details of the allegation.
2. Employee is given an opportunity to present their version of events.
3. If the allegation is proven, a First Warning Form will be issued, signed by both parties, and added to the employee's file.

Step 2: Final Warning

1. For continued or repeated issues, a second interview will be conducted, following the same procedures.
2. If the allegations are proven, the employee will receive a Final Warning, with clear improvement expectations and timelines.

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Step 3: Termination

1. In cases of continued non-compliance or gross misconduct, the employee will be suspended (with pay) while the matter is investigated.
2. A disciplinary interview will determine whether termination is warranted.
3. If proven, a Notice of Dismissal will be issued and filed.




4.0 Misconduct

Acts constituting misconduct include:

- Any form of abuse (physical, verbal, emotional, or sexual).
- Theft or damage to company property.
- Actions endangering health and safety.
- Intoxication at work.
- Any behavior deemed gross misconduct under Bangladesh Labor Law.

In cases of misconduct:

1. Employees will be suspended on full pay while investigations are conducted.
2. If proven, the employee may face immediate dismissal.

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