



Internal	Schedule of Actions (Disciplinary) for various Breaches	
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AUTHOR	ARUL ARCHANA A	
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1.0		07-08-2024	First Draft

Scope

This policy document addendum applies to all full-time employees of FourD and is to be read in line with the ISMS Employee Disciplinary Procedure.

VIOLATION OF CODE OF CONDUCT OR DISCIPLINARY ISSUES

Purpose

The purpose of this document is to outline the standard conduct and rules applicable to employees at. It is important that a disciplinary code is in place to ensure a harassment free and safe workplace.

Disciplinary action can be any or all of the below depending on the nature of offence.

Verbal warning

In case of a moderate offence, HR and reporting manager will have a formal disciplinary discussion with the employee that may result in a verbal warning. Written record is kept of this warning, and it will be valid for (three) 3 months.

Written warning

Misconduct and wrongful behavior, or an offence of more serious nature can result in a written warning. A written warning shall be valid for a period of 3 (three) months. All written warnings will be recorded on an Email. A discussion will be held with the employee.

Dismissal / Termination of employment

When an employee is claimed to have committed major misconduct, it will lead to dismissal / termination of the employee from the service of Fourd Such a termination for cause will be done without any notice pay. The organization will not be liable to pay the employee any accrual around leaves, any further unpaid reimbursements and/ or any notice pay. The employee will be informed of the reason for the dismissal / termination in writing or via email. Dismissal / termination for cause can happen with immediate effect.

Schedule of offences

The kind of disciplinary action that can be taken by the organization for each type of violation is outlined below. Below is a guideline and is not to considered as comprehensive and the offences may not be limited to the list below. Fourth Dimension Technologies will have the right to take a decision around the type and nature of the disciplinary action on a case-to-case basis.

Disciplinary action	Verbal Warning	Written warning	Termination
Breach of Employment Policy			
Additional employment outside Fourd			<input checked="" type="checkbox"/>
Accepting a position even if it is informal or advisory in nature, from any of the clients			<input checked="" type="checkbox"/>
Unauthorized disclosure of confidential information including but not limited to Company trade secrets, confidential documentation, technical know how and data, drawings, system, methods, software, processes, client lists, programs, marketing and or financial information			<input checked="" type="checkbox"/>
Dual employment: working for/ at or taking up any other form of employment while working with Fourd			<input checked="" type="checkbox"/>
Inappropriate behavior			
Usage of language that is inappropriate, abusive to an employee or groups of employees and may be offensive in nature		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct that is detrimental to the image and or good standing of the Fourth Dimension Technologies within the perception of the public thereby creating a negative image of the company		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Breach of confidentiality			
Intentional disclosure / Misuse of work-related confidential information		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spreading misleading information about Fourth Dimension Technologies and any of its employees, clients or stakeholders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non maintenance of confidentiality around terms of employment with Fourth Dimension Technologies		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave & Attendance			
Unauthorized absence from work for more than 5 working days without the intention to return.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recurring excessive unexcused and unauthorized absence Failure to report to duty for more than 7 working days		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tailgating of access card to enter premises, not using access cards	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Health and safety			
Not following Health and Safety norms; smoking / alcohol / other substances inside the workplace		<input checked="" type="checkbox"/>	
Not taking up responsibility relating to workplace emergencies Disagreeing to follow safety procedures		<input checked="" type="checkbox"/>	
Disagreeing to follow safety procedures	<input checked="" type="checkbox"/>		
Substance abuse			
Under the influence of alcohol and or any other mind-altering substance including but not limited to any prohibited and or prescription drugs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consumption of alcohol, drugs, or related substance whilst on duty* Possession of alcohol or drugs inside the company premises Possession of weapons inside the company premises			<input checked="" type="checkbox"/>
Possession of alcohol or drugs inside the company premises			<input checked="" type="checkbox"/>
Possession of weapons inside the company premises			<input checked="" type="checkbox"/>
Harassment & Theft			
Sexual harassment, Unprofessional or inappropriate conduct of sexual nature			<input checked="" type="checkbox"/>
Discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation			<input checked="" type="checkbox"/>
Sending profane, obscene, or derogatory e-mails, insulting/ discriminatory content			<input checked="" type="checkbox"/>
Direct or indirect threat		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Psychological harassment including intrusion into employee personal life Theft or attempted theft if identified		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Physically harming a work colleague through physical contact and or violence. Intentional damage/ loss of office assets under possession		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Theft or attempted theft if identified		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Physically harming a work colleague through physical contact and or violence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Intentional damage/ loss of office assets under possession	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

IT Security			
Making or allowing an unauthorized entry into restricted areas		<input checked="" type="checkbox"/>	
Improper handling of tapes, etc. (e.g., bringing magnetic material near such storage media, not ensuring proper atmospheric conditions for their storage, etc.)		<input checked="" type="checkbox"/>	
Unauthorized removal/ relocation Company of equipment from the premises		<input checked="" type="checkbox"/>	
Leaving laptops unattended in insecure areas		<input checked="" type="checkbox"/>	
Unauthorized use of another person E-mail		<input checked="" type="checkbox"/>	
Leaving laptops unattended in insecure areas	<input checked="" type="checkbox"/>		
Sending inappropriate content/ viruses through e-mail Use of Proxy servers / IPs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Using Fourth Dimension Technologies email address for conducting a personal business or for an illegal activity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blanket forwarding of e-mail when not required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sending any confidential information to an address outside Fourth Dimension Technologies domain without reason		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Password sharing / disclosure for confidential/ restricted or highly sensitive information assets by end users		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insecure storage of critical passwords	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Requesting / making unauthorized password resets of other users in their absence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-use of screen saver / power-on passwords on user desktops/ server consoles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Not disabling default password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	