



### MEMORANDUM

Date : 20<sup>th</sup> August 2020

To : All staffs ( Bangi Plant )

From : HR and Admin Department

RE : **DISCIPLINARY ACTION ON ATTENDANCE AND TARDINESS – BANGI PLANT**

With reference and in addition to the Memo dated 27 November 2018, we would like to emphasize once more about the procedure of disciplinary action on employee attendance and tardiness.

There are 4 misconducts that stated in Code of Conduct company in relation to attendance and tardiness, namely:-

**a. Minor misconduct:**

- (1) Absent/ taking leave without prior approval/ permission or without reasonable excuses and supporting documents, or fail to inform employer prior to the commencement of leave.
- (2) Leaving his/her working place without permission or sufficient cause during working hours.

**b. Major misconduct:**

- (8) Habitual or patterned late attendance or absenteeism.
- (9) Absent continuously two (2) days without prior approval/ permission or without reasonable excuses and documents, or without intention to inform employer within 48 hours of the commencement of the absenteeism/sick leave<sup>1</sup>.

Once you are found violate the above mentioned misconducts, based on the seriousness; the following disciplinary action will be taken.

**a. Minor misconduct<sup>2</sup>-**

- i. Issue Letter of Explanation/ Show Cause letter by Head of Department (HOD).
- ii. If the explanation is **acceptable**, no case against the employee and the case shall consider close.
- iii. If explanation is **not acceptable**, please hand completed documents with evidence to HR for further action.
- iv. Any employee that found guilty in breaching the minor misconduct(s), he/she shall be liable to actions such as reminder letter, warning letter, counselling session, suspension (i.e.: for further investigation or to protect employee's safety and etc.) or any other disciplinary actions that Company found deem and fit.
- v. In the event that the staff is suspended (under normal circumstances, maximum 1 week) and subsequently a Domestic Inquiry will be carried out.
- vi. For repeated minor misconduct, it will accumulate and become Major Misconduct.
- vii. For office staffs, the case will be handled by HR Department and/or HOD, subject to matter. But, notification must be from HOD.

**b. Major misconduct<sup>3</sup>-**

- i. Follows step (i), (ii) and (iii) of minor misconduct.
- ii. Any employee that found guilty in breaching the major misconduct(s), he/she shall be liable to more severe actions which include but not limited to suspension of two (2) weeks. It will be followed by Domestic Inquiry that could lead to termination or any other disciplinary actions that Company found deem and fit.
- iii. For office staffs, the case will be handled by HR Department and/or HOD, subject to matter. But, notification must be from HOD.

<sup>1</sup> Employment Act 1955

<sup>2</sup> Company Code of Conduct

<sup>3</sup> Company Code of Conduct



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For production supervisors, kindly refer to their superior before meeting HR to avoid miscommunication purposes.

Generally, suspension shall not be more than 14 days and during the suspension period, the employee will get half pay.

If the employee is **found guilty**, under S14 (1):-

An employer may, on the grounds of misconduct inconsistent with the fulfilment of the express or implied conditions of his service, after due inquiry—

- (a) Dismiss without notice the employee;
- (b) Downgrade the employee; or
- (c) Impose any other lesser punishment as he deems just and fit, and where a punishment of suspension without wages is imposed, it shall not exceed a period of two weeks

If the employee is **found not guilty**, the company will pay the remaining wages for the period of suspension back to the employee.

For all Head of Departments, kindly distribute the above information to all of your subordinates.

Thank you.

Ms Wong Wai Fun  
HR & Admin Manager