

 UR ADVISORY GROUP مجموعة أور الاستشارية	UR Document Management System (DMS)		Page 1 of 2
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‘Corrective Measures and Disciplinary Policy’

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1. Introduction: This “Corrective measures and disciplinary policy” at UR Advisory Group is designed to establish clear expectations for employee behavior and performance, and to provide a framework for addressing issues when they arise. The goal is to maintain a positive and productive working environment through fair and consistent corrective measures.
2. Progressive discipline: UR Advisory Group follows a progressive discipline approach to address employee performance or behavior concerns. The discipline process typically includes the following steps:
 - Verbal counseling: Informal discussion to address minor issues and provide guidance on improvement;
 - Written warning: Issued if the problem persists, documenting the specific concerns, expectations for improvement, and potential consequences if improvement does not occur;
 - Final written warning: Given if the issues persist despite previous interventions, with a clear indication that further violations may result in more severe consequences, including termination;
 - Termination: In cases of continued non-compliance or serious misconduct, termination may be the final disciplinary action.
3. Types of misconduct: Misconduct that may result in disciplinary action includes, but is not limited to:
 - Poor performance: Failure to meet performance standards or achieve assigned goals;
 - Attendance issues: Repeated tardiness, unexcused absences, or patterns of excessive leave without proper authorization;



- Violation of policies: Breach of company policies, including but not limited to those related to behavior, ethics, safety, and confidentiality;
- Insubordination: Refusal to follow reasonable instructions or disrespectful behavior toward supervisors, colleagues, or clients;
- Theft or fraud: Any form of dishonesty, including theft, fraud, or misappropriation of company resources.

4. Corrective measures:

- Verbal counseling: In cases of minor issues or a first-time occurrence, the supervisor will have a private discussion with the employee to address concerns, provide guidance, and encourage improvement.
- Written warning: If the problem persists, a written warning will be issued, clearly outlining the areas of concern, expectations for improvement, and the potential consequences of continued non-compliance.
- Final written warning: If the employee does not show improvement, a final written warning will be issued, emphasizing the seriousness of the situation and the potential for termination if issues persist.

5. Termination process:

- Notice: In cases where termination is necessary, the employee will be provided with written notice and an opportunity to discuss the decision with a designated representative.
- Exit interview: An exit interview may be conducted to gather feedback and insights for continuous improvement.
- Return of company property: The employee must return all company property, access cards, and any other materials before leaving the premises.

6. Confidentiality: All disciplinary matters will be handled with discretion and confidentiality to the extent possible, taking into consideration the need for a thorough investigation and resolution.

7. Review and Revision: This “Corrective measures and disciplinary policy” will be periodically reviewed to ensure its effectiveness and relevance. Updates or revisions may be made as necessary, and the most recent version will be communicated to all employees.