



BSG LANDSCAPE & CONSTRUCTION PTE LTD

2 Yishun Industrial Street 1 #03-29 Northpoint Bizhub Singapore 768159
Tel: 6570 0555 / 6570 0577 Fax: 6570 0515 Email: info@bsg.com.sg
Company / GST Registration No: 200308658W

Disciplinary Policy

Purpose

The disciplinary policy of BSG Landscape & Construction Pte Ltd is designed to help and encourage all employees to achieve and maintain high standards of conduct, job performance and attendance.

The disciplinary policy aims to help employees whose performance, attendance or conduct falls below Company requirement to achieve the necessary improvement and meet all the legal and other requirements.

Formal procedures are vital to ensure consistent and fair disciplinary action at all times.

Scope

The policy applies to all employees of BSG Landscape & Construction Pte Ltd who have successfully completed their probationary period.

Employee Right

BSG Landscape & Construction Pte Ltd undertakes to follow a fair and consistent procedure in relation to the application of the disciplinary policy.

At all stages of the procedure the principles of natural justice and fairness will apply.

At each stage of the disciplinary procedure, employee(s) will have the right to:

- Be informed of the complaint against them and be given sufficient opportunity to present their case and call witnesses to support their case, as appropriate.
- Be accompanied to disciplinary meetings by a work colleague.
- Be normally not dismissed for a first offence, other than gross misconduct.
- Be informed and encouraged to use the right of appeal.

The company reserves the right to skip stages of the disciplinary procedure depending on the seriousness of the allegation.

Procedure & Process

First Warning	Second Warning	Final Warning	Termination
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BSG Landscape & Construction Pte Ltd reserves the right to take disciplinary action based on:

- A breach of a contractual or established work rule
- Poor performance and/or high level of absence
- Capability issue / misconduct and /or gross misconduct

Bryan Guay / Director
BSG Landscape & Construction Pte Ltd