

CIMR- POLICY VIOLATION & DISCIPLINARY ACTION POLICY

1. PURPOSE

To ensure accountability and protect the rights, safety, and dignity of beneficiaries, staff, and the organization. This policy outlines what happens when any CIMR Policy, Code of Conduct, or Law is violated.

2. SCOPE

Applies to all Board Members, Staff, Volunteers, Interns, Consultants, and Vendors of CIMR.

3. KEY PRINCIPLES

Fairness: Natural justice - right to be heard before action

Proportionality: Action will match the seriousness of violation

Transparency: Process will be documented

Safeguarding First: Any violation involving beneficiaries gets highest priority

4. CATEGORIES OF VIOLATIONS

Category Examples- Minor Violation: Late coming, improper uniform, negligence, not following leave procedure.

Major Violation: Repeated absenteeism, insubordination, misuse of CIMR resources, breach of confidentiality

Gross Misconduct- Abuse of beneficiary, theft, fraud, sexual harassment, substance use at work, falsifying records, conflict of interest, breach of safeguarding/finance/HR policy Legal Violation POCSO, PWD Act, IT Act, FCRA, IPC offences, criminal activity

5. DISCIPLINARY ACTION PROCESS

Step 1: Reporting Violation can be reported by anyone to HOD, Secretary, or Grievance Box. For safeguarding issues - report immediately to Child Protection Officer/Secretary.

Step 2: Preliminary Inquiry- Secretary + HOD will do initial check within 3 working days. If prima facie case, proceed to Step 3.

Step 3: Show Cause Notice- Written notice given to person. 3 days to reply in writing.

Step 4: Formal Inquiry

For Major/Gross violations: 3-member Inquiry Committee formed by EC. Members: Secretary + 1 EC Member + 1 External/HR Expert. Inquiry completed within 30 days. Person gets chance to present evidence and witnesses.

Step 5: Decision- Inquiry Committee submits report to EC. EC takes final decision within 15 days.

Step 6: Communication- Decision communicated in writing. Right to appeal to President within 7 days.

6. PUNITIVE MEASURES

Actions That Can Be Taken

1. Minor violation- 1. Verbal Warning 2. Written Warning 3. Counseling 4. Deduction of 1 day salary

2. Major Violation- 1. Written Warning 2. Suspension without pay up to 15 days 3. Withholding Increment 4. Transfer to another department 5. Recovery of loss

3. Gross Misconduct- Suspension during inquiry 2. Termination of service 3. Removal from Board 4. Recovery of financial loss 5. Legal action + Police complaint

4. Legal Violation- Immediate suspension + Police complaint + Termination. CIMR will cooperate with authorities

Note: For abuse of beneficiary, suspension is immediate and Police + CWC must be informed within 24 hours as per law.

7. SPECIAL PROVISIONS

Safeguarding Violations: Zero tolerance. Immediate removal from duty involving beneficiaries

Financial Fraud: Recovery of amount + Termination + FIR if required

Sexual Harassment: As per POSH Act. IC will conduct inquiry

Board Members: EC can issue warning, suspension, or recommend removal to General Body as per bye-laws

Volunteers/Interns: Immediate termination of engagement

8. DOCUMENTATION

All warnings, inquiry reports, and decisions kept in confidential personal file. Register of disciplinary actions maintained by HRD and used for annual policy review

9. APPEAL

Person can appeal to President within 7 days of receiving order. President's decision is final.

10. PROTECTION

No retaliation against person who reports violation in good faith. False complaints made with malice will also attract action.