



MTI – HAYATABAD MEDICAL COMPLEX (HMC), PESHWAR

Disciplinary Policy


1. PURPOSE

The purpose of policy is to provide a quick, effective, and consistently applied method for an employee to present his or her concerns or the concerns of any staff including patients and attendants from outside to management and have those concerns internally resolved. MTI-HMC expects its employees to strive for the highest ethical standards of conduct and commitment of their best effort in representing the hospital to the patients, visitors, government bodies, independent commissions, and suppliers.

2. SCOPE

This is to guide for all the employees of MTI-HMC on the expectation of standard behavior expected from the hospital employees. The code of conduct will help set MTI-HMC apart from others and ensure our behaviors demonstrate major & minor offences that can cause to disciplinary process.

3. RESPONSIBILITIES

	ORGANIZATION NAME	Doc. Code	HMC-QAD-GL-01
	DEPARTMENT NAME	Version No.	00
	DOCUMENT TITLE	Date	02-05-2022

Actor	Role / Responsibilities
MD / HD	<ul style="list-style-type: none"> Review of decision of disciplinary committee meetings. Signing authority in-case of terminations and end of contracts.
HOD	<ul style="list-style-type: none"> Informing HR department in-case of employee misconduct
Disciplinary committee / Grievance & Redressal Committee / Harassment committee	<ul style="list-style-type: none"> Inquiries/ decision on the concerned misconduct Harassment issues Conflict among employees To deal and decide penalties to the misconduct addressed to.
HR Team	<ul style="list-style-type: none"> To keep record of committee meeting minutes. Make duplicate files of each employee under allegation and present it to Disciplinary committee. Letters to those employees who are addressed in process of disciplinary process.

4. POLICY / GUIDELINES DESCRIPTION

The Board of Governors of MTI Hayatabad Medical Complex (MTI – HMC) is pleased to approve the following Disciplinary policy, proposed by the Policy Board.

This disciplinary policy shall come into force at once and will be applicable to all employees of MTI HMC,

Disciplinary proceedings may be undertaken by the concerned authority, namely the Hospital Director, Medical Director, Nursing Director, Directors of Affiliate/constituent institutes or Dean, or by a committee formed by the concerned authority.


Depending on the results of the enquiry and the seriousness of the infraction a disciplinary action may be taken which may consist of minor or major penalties (see below)

4.1 MISCONDUCT

Misconduct means conduct prejudicial to good order or working discipline or contrary to MTI regulations, employee code of conduct under the MTI Act, 2015 (as amended up to date).

a) **Simple Misconduct** includes, but is not limited to:

- Persistent poor performance of assigned duties
- Unlawful gathering.**
- Insubordination and breach of lawful order.

	ORGANIZATION NAME	Doc. Code	HMC-QAD-GL-01
	DEPARTMENT NAME	Version No.	00
	DOCUMENT TITLE	Date	02-05-2022

- Unauthorized absenteeism.

b) Gross Misconduct includes, but is not limited to:

- Unauthorized absenteeism of more than 07 days.
- Dishonesty and theft or financial misappropriation
- Threatening or causing physical harm to patients, staff, or visitors in MTI-HMC
- Harassment (verbal, physical or sexual) – see Harassment policy
- Violation of MTI Rules, regulations, policies including health & safety and security regulations and procedures.
- Violation of law.
- **Engagement in subversive activities on MTI HMC premises.**
- Misappropriation, corruption, or misuse of MTI HMC funds or property.
- Unauthorized disclosure of internal correspondence or confidential documents, decisions, procedures or actions of MTI HMC.
- Any other act which the competent authority deems serious in nature.

4.2 MINOR PENALTIES:

- Written reprimand, which may be simple or severe.
- Reprimands will be maintained in the employee's personnel file. A third simple reprimand or second severe reprimand may lead to a major penalty.
- Withholding, for a specific period, promotion or salary increment.
- A fine in the form of withholding of salary for a specified period,
- Restitution of any financial loss to MTI HMC, by withholding of salary or direct reimbursement by the individual
- Recovery or deduction of pay for unauthorized absence
- In the case of suspected simple misconduct the suspected individual will be given an opportunity for clarification/rebuttal of the charges, after which the competent authority may proceed to award a penalty. The concerned individual will be informed in writing of the penalty and the reason for the action.


4.3 MAJOR PENALTIES:

- Termination of employment, with or without fine, and restitution for financial loss to the institution, if any.
- Further legal action as deemed fit by the concerned authority.

4.4 INQUIRY PROCEDURE

Suspicion of gross misconduct will require a detailed inquiry.

- An inquiry may be undertaken by the competent authority, namely the Hospital Director, Medical Director, Nursing Director or Dean, or by a committee formed by the competent Authority.
- Depending on the seriousness of the infraction, the individual may be suspended from work and entry to the hospital until the completion of the Inquiry.

	ORGANIZATION NAME	Doc. Code	HMC-QAD-GL-01
	DEPARTMENT NAME	Version No.	00
	DOCUMENT TITLE	Date	02-05-2022

- c) The Inquiry authority or committee shall identify and communicate the infractions to the concerned employee
- d) The concerned employee must respond in writing within three days of receipt of the above letter, with an explanation and stating whether he desires to be heard in person.
- e) The Inquiry will consider all the available facts, including witness statements, and documents or video or audio recordings, and any other relevant materials, and the Suspected individual would be given the opportunity to explain in writing or verbally, any mitigating factors, discrepancies, or factual errors.
- f) The Inquiry shall examine the case with no unjustified delays and submit its report within 7 days of institution of the inquiry.

4.5 Powers of the Inquiry authority

- a) The Inquiry may;
 - Summon and enforce the attendance of any person and examine him on oath, require the discovery and production of documents,
 - Receive evidence on affidavits,
 - Call for witnesses or documents.

4.6 Inquiry Report

The Inquiry committee or authority will, based upon the ascertained facts, ascribe responsibility for the infraction, recommend punishment(s) and make recommendations regarding any changes in processes to prevent future repetition of the events.

4.7 Disciplinary Actions

Upon receipt of the inquiry report the concerned authority will decide the penalty, if any, to be imposed, and shall so inform the individual in writing.

4.8 Appeal


An employee on whom a penalty is imposed shall have the right to request a review by the HMC MTI Management Committee within seven days of issuance of the written disciplinary order. The employee may appeal the decision of the Management Committee, within thirty days of issuance of the decision to the Board of Governors, whose decision in the matter will be final as regards the MTI. However, the individual may appeal the decision to the Appellate tribunal.

4.9 Civil Servants

Civil servants currently serving in the MTI HMC, are considered on deputation. In the case of a suspected infraction of the rules and regulations, the same process as outlined above will be undertaken, except that any disciplinary action or penalty for the civil servant will be recommended to government and the services of the civil servant may be returned to government as authorized under the MTI act (as amended to date).

5 SUPPORTING DOCUMENTS

Document Title	Ref. #	Retention Medium

	ORGANIZATION NAME	Doc. Code	HMC-QAD-GL-01
	DEPARTMENT NAME	Version No.	00
	DOCUMENT TITLE	Date	02-05-2022

6 RELATED RECORDS

Document Title	Ref. #	Retention Medium	Retention Period