



GAYATRI

AUTOMATION SYSTEMS PVT. LTD.

Tel.: (0124) 2373857, 4033953



Date : 04.01.2022

SAFETY DISCIPLINE

Management personnel at all levels are responsible for taking action when a violation is observed. If a violation is observed, they must take action immediately to correct the violation and enforce this disciplinary policy. Employees who fail to follow safety rules and regulations established to protect them and their fellow employees endanger themselves and others.

Visitors and contractors on site are also required to abide by the safety rules and regulations.

The following procedures will be followed when a violation is observed:

FIRST VIOLATION*

Verbal warning with written confirmation in personnel file.

SECOND VIOLATION*

Written warning and ½ day suspension (written confirmation in personnel file)

THIRD VIOLATION*

Written warning and one week suspension (written confirmation in personnel file)

FOURTH VIOLATION*

Termination (written confirmation in personnel file)

***As warranted by type of violation (use of drugs/alcohol, criminal activity, etc.) termination of employment may take place after any such violation.**

For Gayatri Automation Systems (P) Ltd.


Naveen Kumar
(CEO)
Authorised Signatory