



MNR Exports Pvt Ltd

## **DISCIPLINARY POLICY**

For every misconduct, a charge sheet will be issued to the workers for submitting an explanation.

If the explanation is not received within the stipulated time, it will be assumed that the acts of misconduct mentioned in the charge sheet are correct and true to award punishment accordingly.

If the explanation of the worker is not found satisfactory then an independent officer will be detailed by the company to hold an enquiry.

If found guilty by the enquiry, the worker will be awarded punishment as per the company rule e.g. issue of warning, suspension and dismissal.

If the misconduct is alleged against a worker and employer considers it expedient to suspend such worker pending investigation in to the matter, he may summarily suspend such worker.

A handwritten signature in blue ink that reads 'Nilesh Doshi'.

**NILESH DOSHI**  
**(MANAGING DIRECTOR)**

18<sup>th</sup> August, 2008