**Annex 11 – Disciplinary Procedure**

**HR 012A - Model Charge Sheet under Grave Misconduct**

Mr.…..…….,

1. You are hereby required to show cause under grave misconduct of the disciplinary rules of the [CSO’s Name] as to why you should not be dismissed or otherwise dealt with on account of the act of misconduct alleged to have been committed by you (as shown below) while you were serving as …………………… in…………………..

Charges:

i)

ii)

iii)

2. The following witnesses will give evidence at the inquiry in support of these charges:

i)

ii)

1. Evidence from the following documents will be led at the inquiry for the prosecution;

i)

ii)

1. If you wish to examine the above documents you may do so by prior appointment with the HR Manager.
2. If you desire to examine these documents along with a representative of yours, you should indicate the name, address of such person and also the post he holds or has held and obtain my approval for such purpose.
3. Your explanation should reach me within two weeks of the date of this charge sheet. If no explanation is received by that time, further disciplinary action will be perused on the basis that you have no explanation to offer.
4. Please acknowledge receipt of this letter.

………………………………….

Executive Director [CSO’s Name]

**HR012B - Disciplinary Authority to Deal with Disciplinary Matters**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** | **Disciplinary Authority** | **Type of Punishment** | **Appellate Authority** |
| Executive Director - ED | Governing Body | Warning, Severe warning, Reprimand, Server Reprimand, Fine, Stoppage or deferment of increment, Suspension, Reduction in salary or grade, Compulsory retirement, Discontinuance, Dismissal. | Governing Body |
| Program Manager, Fund Raising Manager, Manager Governance, Finance Manager, Project Manager, HR Manager and all other Senior Management Grades | Governing Body | Fine, Stoppage or deferment of increment, Reduction in salary or grade, Suspension, Compulsory retirement, Discontinuance, Dismissal. | Governing Body |
| ED | Warning, Severe warning, Reprimand, Server Reprimand | Governing Body |
| Project Coordinator, Project Officer, Communication Officer , HR Officer, Finance Officer and all other Employees coming under Executive Grade | Governing Body | Compulsory retirement, Discontinuance, Dismissal.  | Governing Body |
| ED | Warning, Severe warning, Reprimand, Server Reprimand, Fine, Suspension, Stoppage or deferment of increment, Reduction in salary or grade,  | Governing Body |
| All Other Employees  | ED | Fine Stoppage or deferment of increment, Reduction in salary or grade, Suspension, Compulsory retirement, Discontinuance, Dismissal. | Governing Body |
| HR Manager or delegated authority (\*) | Warning, Severe warning, Reprimand, Server Reprimand | ED |

(\*) ED may delegate disciplinary authority to the HR Manager or delegated authority to deal with disciplinary matters under his delegated authority.