

Lam Construction Group

HR & Admin. Manual (HK)	Document No. : HRM 0800
Disciplinary Action	

Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter Lam)
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	1-12-99	Amend Action Report to LAM/HRM/0800/F1a.			

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1.0 Objective and Scope

- 1.1 To provide guidelines to supervisors on how to conduct disciplinary action to their subordinates who either committed offenses or performed unsatisfactorily.

2.0 Responsibility

- 2.1 HR & Admin. Department is responsible to coordinate the whole disciplinary action and termination process, if applicable.
- 2.2 Supervisor is responsible to inform HR & Admin. Manager as soon as possible, preferable one month should they required to terminate the employment contract with their subordinate.

3.0 Procedure

3.1 Levels of Disciplinary Action

Following are the three levels of disciplinary action:

- 3.1.1 Verbal warning will be given for employees who have committed minor offenses. e.g. habitual unsatisfactory attendance record, etc.
- 3.1.2 Written warning will be given for repeated minor or serious offenses, such as absenteeism, violation of Company policies, and
- 3.1.3 Summary dismissal action will be taken for employees who have committed extreme cases of gross misconduct and/or committed a further offense after having received a written warning.

3.2 Administration :

- 3.2.1 Verbal warning could be done by the supervisor and notify the HR & Admin. Manager of such action through written report.
- 3.2.2 Written warning should be done jointly by the supervisor with HR & Admin. Manager. Evidence of proof is crucial, such as date, time, & place, etc. A meeting with the staff will be arranged by the HR & Admin. Manager. Objectives of the meeting are: (a) to advise the staff on how to improve his/her performance, and (b) to acknowledge receipt of the warning letter.

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3.2.3 Dismissal action (or summary dismissal if applicable) will be taken if the employee has no improvement within a given period of time. Supervisor should complete the 'Action Report' Form which is available at the HR & Admin. Department. This action requires two levels of approval. No action is allowed to be taken without the prior approval of the BUEO and the EVP-Group Services.

3.2.4 It is recommended that supervisor should consult with the HR & Admin. Manager before taking any actions (especially dismissal or summary dismissal actions). Failure to do this may cause unnecessary legal allegations by the 'dismissed' staff member.

4.0 Process Flow Chart

Nil

5.0 Report

5.1 Warning Letter

6.0 Standard Form

LAM/HRM/0800/F1a - Action Report

7.0 Appendix

Nil

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