

Tawasul Foundation Misconduct Policy

Policy number	TP004	Version	1.0
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1. Purpose

- 1.1. This policy outlines what constitutes misconduct and details how Tawasul Foundation handles cases of misconduct. It also ensures that employees have a fair chance to respond to allegations.

2. Scope

- 2.1. This policy applies to all employees of Tawasul Foundation, regardless of their position or employment status.

3. Policy

- 3.1. Tawasul Foundation expects employees to behave professionally and responsibly at all times. Any actions that breach these standards may be considered misconduct. This includes, but is not limited to, behaviour on-site, off-site, or during work-related events.

4. Misconduct

- 4.1. Misconduct refers to actions such as:
- 4.1.1. Wilful violations of the employee's contract.
 - 4.1.2. Theft or fraud.
 - 4.1.3. Assault or fighting.

- 4.1.4. Intoxication during work hours.
- 4.1.5. Use of violent or abusive language.
- 4.1.6. Dishonesty, including concealing important facts.
- 4.1.7. Criminal conduct.

5. Process for Handling Misconduct

- 5.1. If misconduct is suspected, the incident must be reported to a supervisor or the Human Resources (HR) department. HR will investigate the case by:
 - 5.1.1. Interviewing relevant individuals and witnesses.
 - 5.1.2. Reviewing any related documents or evidence.
 - 5.1.3. Preparing a report with findings and recommendations.
- 5.2. Employees accused of misconduct will be informed and given an opportunity to respond. If termination is being considered, the employee will be notified, and a meeting will be arranged to discuss the situation. Employees are allowed to have a support person during this meeting.

6. Termination Options

- 6.1.1. If the investigation concludes that termination is warranted, it may be with or without notices in cases of serious misconduct.

7. Responsibilities

- 7.1. The Board: Responsible for ensuring proper procedures are followed, confidentiality is maintained, and fairness is upheld, and misconduct allegations are reported with investigations.
- 7.2. Employees: Adhere to this policy and report any instances of misconduct.

8. Disciplinary Action

- 8.1. Any breach of this policy may result in disciplinary action, including possible dismissal. Each case will be assessed individually, considering the circumstances. In serious cases, the employee may be dismissed without notice.