

DISCIPLINE POLICY

ITEC International Ltd (ITEC Ltd)

Tel +250 788620612

Email: info@itec.rw

Website: www.itec.rw

Rwanda

MARCH 2025



DISCIPLINE POLICY

1. Purpose

This policy establishes a framework for maintaining professional conduct and performance standards within ITEC Ltd. It aims to promote a productive, respectful, and legally compliant workplace.

2. Scope

Applies to all employees, contractors, and interns of ITEC Ltd, regardless of employment status or location.

3. Code of Conduct

Employees are expected to:

- Adhere to company policies, including IT security, data privacy, and acceptable use policies.
- Maintain professionalism in interactions.
- Deliver work in a timely and quality-driven manner.
- Respect confidentiality and intellectual property.
- Avoid conflicts of interest.

4. Types of Misconduct

Minor Infractions (may warrant verbal/written warnings):

- Repeated tardiness or absenteeism
- Minor breaches of IT policies
- Poor communication or teamwork

Major Infractions (may lead to suspension or termination):

- Harassment or discrimination
- Unauthorized access to systems or data
- Data breaches or mishandling sensitive information
- Theft or fraud
- Gross insubordination

5. Disciplinary Procedures

Step 1: Verbal Warning

- Informal discussion with the employee and documentation in their file.

Step 2: Written Warning



- Formal notice outlining the issue, expectations, and consequences.

Step 3: Final Written Warning

- Final opportunity to improve, with performance improvement plan (PIP) if necessary.

Step 4: Termination

- Employment may be terminated if no improvement is seen or in cases of gross misconduct.

Note: Some violations may warrant immediate termination depending on severity and company discretion.

6. Investigations

All allegations will be investigated promptly and confidentially. Employees involved will have an opportunity to present their side.

7. Appeals

Employees may appeal disciplinary actions by submitting a written request to HR within 5 business days of receiving a decision.

8. Documentation

All actions taken will be documented and stored securely in the employee's personnel file.

9. Legal Compliance

This policy complies with relevant labor laws and employment regulations in all applicable jurisdictions.

SIGNED BY ITEC LTD

Name: TWAGIRAMUNGU Serge

Title: Managing Director