

College of Medicine & Dentistry at the Hills, Abbottabad

Comprehensive Disciplinary Issues Policy



Disciplinary
Procedure

FOR THE YEAR 2025-26

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1. Introduction

At College of Medicine & Dentistry at the Hills' Medical Teaching Institute Abbottabad, our mission to provide safe, high-quality, and compassionate care relies on every staff member maintaining the highest levels of professionalism, ethical conduct, and performance. Patients, families, and the community expect all employees to consistently demonstrate these standards.

This Disciplinary Policy supports a fair, transparent, and structured workplace. It outlines the procedures used when an employee's behavior or performance falls below the required standards, codes of conduct, or regulatory expectations.

The policy aims to:

- **Correct** performance or conduct issues through constructive feedback and opportunities for improvement.
- **Protect** the safety and trust of patients, staff, and the institution.
- **Preserve** the integrity and culture of the workplace.

All disciplinary actions are based on objective criteria, proportional to the violation, and aligned with our core values such as integrity, respect, and excellence. Through this framework, CMDH MTI fosters a professional environment where staff can perform at their best and contribute to organizational success.

2. Purpose

This policy exists to maintain a safe, professional, and productive environment that supports high-quality patient care. Specifically, it aims to:

1. **Ensure Consistency:** Provide a uniform, fair method for addressing conduct and performance concerns.
2. **Promote Accountability:** Hold all employees responsible for meeting required standards.
3. **Support Improvement:** Use progressive discipline to help employees correct their behavior.
4. **Protect Rights:** Guarantee due process and respect for employee rights in all disciplinary matters.
5. **Maintain Compliance:** Ensure alignment with applicable laws, regulatory standards, and union agreements (where relevant).

3. Disciplinary Body

This policy is effective immediately and applies to all employees of CMDH MTI. The Hospital Director, Medical Director, Nursing Director, Dean, or a committee appointed by these authorities may initiate and conduct disciplinary proceedings. Depending on the findings and severity, minor or major penalties may be imposed.

4. Misconduct

Misconduct refers to actions that disrupt order, violate MTI regulations, or contradict the code of conduct under the MTI Act 2015 (as amended).

Simple Misconduct (examples):

- Repeated poor job performance
- Unauthorized gatherings
- Disobeying lawful instructions
- Unauthorized absence

Gross Misconduct (examples):

- Absence without permission for over 7 days
- Theft, fraud, or financial misappropriation
- Threats or physical harm to staff, patients, or visitors
- Any form of harassment (refer to Harassment Policy)
- Violating hospital rules, safety standards, or policies
- Breaking the law
- Subversive or disruptive activities on premises
- Misuse or misappropriation of MTI property or funds
- Sharing confidential or internal information without authorization
- Any other serious act determined by the competent authority

5. Minor Penalties

Minor penalties may include:

1. Written reprimand (simple or severe).
 - Three simple or two severe reprimands may lead to a major penalty.
2. Withholding promotion or salary increment for a specified duration.
3. Financial fine through salary deduction.
4. Recovery of financial loss caused to CMDH MTI.
5. Salary deduction for unauthorized absence.

For simple misconduct, the employee will be given a chance to explain before a penalty is issued. The final decision will be communicated in writing.


6. Major Penalties

Major penalties may include:

- a) Termination of employment, with or without financial restitution.
- b) Additional legal action as deemed appropriate.

7. Inquiry Procedure (for Gross Misconduct)

When gross misconduct is suspected, a formal inquiry is required.

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- a) The inquiry may be conducted by the competent authority or a designated committee.
 - b) The employee may be suspended during the inquiry if necessary.
 - c) The charges will be formally communicated to the employee.
 - d) The employee must reply in writing within 3 days and may request a personal hearing.
 - e) Evidence (documents, recordings, witness statements, etc.) will be reviewed, and the employee will be given a chance to respond.
 - f) The inquiry should proceed without unnecessary delay and must be completed within 7 days.

8. Powers of the Inquiry Authority

The inquiry authority may:

1. Summon individuals and record statements under oath.
2. Demand production of documents.
3. Accept evidence submitted through affidavits.
4. Call witnesses or request relevant documentation.


9. Inquiry Report

Based on the evidence, the inquiry authority will determine responsibility, recommend appropriate disciplinary action, and advise on corrective process improvements.

10. Disciplinary Action

After receiving the inquiry report, the competent authority will make a final decision regarding penalties and notify the employee in writing.

10. Appeal Process

- An employee may request a review by the CMDH MTI Management Committee within **7 days** of receiving the disciplinary order.
 - If dissatisfied with the Management Committee's decision, the employee may appeal to the **Board of Governors** within **30 days**.
 - The Board of Governors' decision is final within MTI, though the individual may still approach the **Appellate Tribunal**.
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DISCIPLINARY ACTION FORM

1. Employee Information

Field	Details
Employee Name	
Employee ID / CNIC	
Designation	
Department / Unit	
Date of Report	
Reporting Officer	

2. Type of Case

- Simple Misconduct**
 Gross Misconduct
(Choose one)

Category of Misconduct (tick all that apply):

Simple Misconduct:

- Persistent poor performance
 Unauthorized gathering
 Insubordination / disobeying lawful order
 Unauthorized absenteeism
 Other: _____

Gross Misconduct:

- Unauthorized absence > 7 days
 Theft / dishonesty / fraud
 Threatening or harming patients, staff, visitors
 Harassment (verbal/physical/sexual)
 Violation of rules / policies / safety laws
 Violation of law
 Subversive activities
 Misuse of MTI property or funds
 Unauthorized disclosure of confidential information
 Other: _____

3. Incident Details

Date(s) of Incident: _____

Location of Incident: _____

Detailed Description (attach additional pages/evidence if required):

Supporting Evidence Attached:

- Witness statements
- Documents
- Audio/Video recordings
- Photographs
- Other: _____

4. Employee Response

Date Provided to Employee: _____

Employee's Written Response Received:

- Yes (attached)
- No

Does the employee request a personal hearing?

- Yes
- No

5. Inquiry Committee / Authority Review

Inquiry Conducted By:

- Hospital Director
- Medical Director
- Nursing Director
- Dean
- Inquiry Committee (List members below)

Name	Designation	Signature

Inquiry Findings:

Responsibility / Fault Established:

- Yes
- No

6. Recommended Action

Minor Penalties:

- Written reprimand (simple)
- Written reprimand (severe)
- Withholding of promotion/increment
- Salary deduction (fine)
- Recovery of financial loss
- Deduction for unauthorized absence

Major Penalties:

- Termination of employment
- Legal action recommended
- Restitution required

Remarks:

7. Final Decision (Competent Authority)

Decision by:

- Hospital Director
- Medical Director
- Nursing Director
- Dean

Final Penalty Imposed: _____

Effective From (Date): _____

Signature & Stamp:

8. Right to Appeal

Employee informed of right to appeal within specified time frames:

- Yes
- No

Employee Signature (acknowledgment of receipt):

Date: _____