

Title	Execute disciplinary actions
Code	106734L4
Range	Execute disciplinary actions. This refers to disciplinary actions of different kinds which applies to employees of different ranks, job families and positions.
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand policy on staff discipline <p>Be able to:</p> <ul style="list-style-type: none"> • Understand different kinds of professional guidelines / codes of conduct in order to execute appropriate disciplinary action independently 2. Implement disciplinary actions <p>Be able to:</p> <ul style="list-style-type: none"> • Consider suitable penalties such as verbal warning, monetary penalty, demotion, compulsory retirement or dismissal depending on the seriousness of the misconduct • Ensure disciplinary actions are taken into effect when employees fail to observe the regulations and official instructions of the bank or misconduct themselves in any manner • Execute informal disciplinary action for minor and isolated cases of misconduct such as lateness for duty by giving verbal / written warning • Keep responsible managers informed of the planning and progress of the disciplinary actions 3. Follow cases of disciplinary action to help involved employee to get improvement <p>Be able to:</p> <ul style="list-style-type: none"> • Document disciplinary actions taken and update employee's personal record • Oversee the progress of coaching / counseling provided to the misbehaved employee or provide advise to the responsible managers if appropriate • Review the situation after coaching / counseling or give advice to the responsible managers for follow-up actions if appropriate
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of appropriate disciplinary actions according to the seriousness of the misconduct.
Remark	