



Asian Heritage Treks & Expeditions (P.) Ltd. Disciplinary Procedure

Asian Heritage Treks & Expeditions (P.) Ltd. has prepared this procedure to manage its operations in Nepal, in accordance with the provisions of the Nepal Labor Act. This process helps all employees clearly understand what the company expects from them and what actions may be taken if those rules are not followed.

Important Note

Suspension is not considered a disciplinary action as per the Labor Act. However, an employee may be suspended:

- If imprisoned.
- For up to three months during an investigation for serious misconduct that may result in termination.

Disciplinary Process Steps

1. Issuing a Letter for Explanation:

- The employee will receive a written notice stating the misconduct and potential punishment.
- The employee has 7 days to submit a written explanation

2. Time Limits:

- The explanation must be sought within 2 months of the date the misconduct is known.
- The punishment must be decided within 3 months from the date of seeking an explanation.

3. Authority to Take Action:

- The Chief Executive Officer (CEO) or an authorized managerial employee, according to the company's Employee Manual
- Bylaws can issue disciplinary actions.

Types of Disciplinary Actions

A. Reprimand / Warning

Given for:

- Absence from work without permission.
- Frequently arriving late to office or tour assembly points.
- Disobeying reasonable work orders from management.
- Minor misconducts specific to travel agency operations as per company bylaws.

B. Deduction of One Day's Remuneration

Given for:

- Refusal to accept punishment letters or notices.



- Participation in illegal strikes.
- Deliberate work slowdowns affecting client service delivery.
- Submitting false documents for leave or benefits.
- Failure to use provided safety equipment during tours.
- Similar misconducts as listed in company bylaws.

C. Withholding Annual Grade Increase or Promotion

Given for:

- Unauthorized removal of company property or equipment from office or tour sites.
- Financial embezzlement related to tour bookings, payments, or client funds.
- Recklessly damaging company vehicles, trekking equipment, or guest accommodations.
- Preventing supply services like food, water, or equipment during treks or tours.
- Damaging health and safety equipment intentionally.
- Other serious misconducts relevant to travel agency activities as per company's bylaws.

D. Termination for Serious Misconduct

Given for:

- Physical harm to management, colleagues, or clients.
- Offering or accepting bribes.
- Theft of company, client, or partner property.
- Intentional embezzlement of company funds or client payments.
- Absence for more than 30 consecutive days without approved leave.
- Disclosing sensitive company or client information.
- Conviction in a criminal case involving moral dishonesty.
- Submitting false documents for employment.
- Consuming drugs or alcohol during working hours, tours, or treks.
- Being punished twice for misconduct within 3 years.
- Other serious misconducts under Nepalese law and company policies.

E. Sexual Harassment at Workplace

Sexual harassment is strictly prohibited. Based on the seriousness of the offence, the company may immediately terminate the service of the involved employee.

All employees of Asian Heritage Treks & Expeditions (P.) Ltd are expected to understand and follow these disciplinary procedures. This process ensures fairness and maintains a professional working environment that meets the highest standards of the travel industry in Nepal.