



**KHYBER PAKHTUNKHWA
TECHNICAL EDUCATION & Vocational
TRAINING AUTHORITY (KP-TEVTA)**



Sector E-08 Near Hajj Complex, Phase-07 Hayatabad Peshawar
Web: www.kptevta.gov.pk

No.KP-TEVTA /HR /Circular/2032(1-2)

Dated : 15/05/2024

To: All KP-TEVTA Employees.

Subject: **DISCIPLINARY GUIDELINES FOR KP-TEVTA EMPLOYEES**

Esteemed colleagues,

The aim of the Khyber Pakhtunkhwa-Technical Education and Vocational Training Authority (KP-TEVTA) is to provide high-quality technical education and vocational training, enriching individuals with technical and entrepreneurial skills, rendering them employable and enhancing their competitive standing within the domestic and global industry. Discipline, amongst other various critical tasks, takes precedence in the accomplishment of this objective.

Discipline is vital in maintaining a workspace that is conducive to optimized performance. It aids both the staff and the administration within the organization to comprehend what is expected of them, instilling a culture of accountability amongst the workforce.

The purpose of these guidelines is to establish and maintain a productive and respectful work environment within KP-TEVTA. These guidelines apply to all employees, including permanent and temporary.

These are the following guidelines:

1. **Attendance:** Employees are expected to observe office timings, avoid late sittings in office and accomplish assignments within the time frame to evade delays and exhaustion.
2. **Professionalism:** While dealing with fellow teammates, colleagues, management, and trainees, employees are supposed to uphold professionalism and exhibit absolute dedication towards fulfilling their obligations.
3. **Respect:** Employees are to remain courteous to their colleagues, trainees, and the general public. It needs to be reiterated that;
 - a) **Harassment:** Any forms of harassment, as defined under the Harassment ACT 2010, will not be tolerated within KP-TEVTA. Any such occurrences must be swiftly reported to the Human Resource section of the Head Office for immediate and satisfactory resolution.
 - b) **Disciplinary Concerns of Females:** Female employees shall route their disciplinary concerns through proper channel of Human Resource Section to get them resolved appropriately in time.
 - c) **Discrimination:** The arbitrary act of discrimination based on an individual's personal likes or dislikes, which could adversely affect their professional career, mental and emotional well-being, or force them to seek employment elsewhere, will be given zero tolerance.

(Contd- 2)



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- d) **Honesty in reporting:** Reporting officers are instructed to assess employee potential solely on their professional capabilities, discerning from their personal preferences.
- e) **Defamation:** The spread of false or defamatory information about an employee that seeks to damage their personal or professional life is to be condemned in the strongest possible terms. Such unethical practices call disrepute to the Authority, damaging its public perception and preventing potential candidates from joining. Management shall take these cases promptly and seriously with corrective measures.
4. **Confidentiality:** When holding official matters, employees must maintain confidentiality of their respective offices, private information and other sensitive data in order to avoid controversy.
5. **Compliance:** Employees must comply with their assigned tasks, job roles, the standards outlined under Regulation III titled Efficiency & Discipline and Regulation IV titled "Conduct."
6. **Right to Appeal:** It is to be made clear that all employees hold the right to appeal against any disciplinary action taken on them that they consider unjustified. If such a situation arises, the appeal must be submitted in written format to the Human Resource section of Head Office within the specified time period as notified in the employee's disciplinary notice.

These guidelines will be reviewed regularly to ensure that they remain relevant and effective. Any updates to these guidelines will be notified to all employees accordingly, through applicable announcements and notifications.

(This issues with the approval of the Competent Authority).

Sincerely,

**SHANDANA KHAN
DEPUTY DIRECTOR HR**

Dated: 15 /05/2024

**Endst.No.KP-TEVTA/HR / Circular /
Copy forwarded for information to:**

1. All Directors KP- TEVTA Head Office Peshawar.
2. PA to Managing Director KP-TEVTA.