



DE-SUUNG SKILLING PROGRAMME (DSP)
BUILDING SKILL SET ~ TRANSFORMING MINDSET
IN PURSUIT OF EXCELLENCE

DSP Disciplinary Practices & Consequences

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DSP Disciplinary Practices & Consequences

I. RATIONALE

Discipline is the mode of living under established rules and regulations and subjected to higher authority. Discipline is the 'Gateway' to education. Therefore, it is imperative to have a good discipline established in DSP centres. However, any offense that is of criminal in nature is beyond the scope of this guideline will have to be dealt in accordance with the law.

Application of Disciplinary policies to off campus, non-training activities

DSP disciplinary practices shall extend to off-campus, non-training activities and DSP reserves the right to inform parents or law enforcement authorities if the DSP has knowledge of illegal actions by a DSP trainee. Should illegal behavior be deemed to have occurred, the DSP may make a rare decision to suspend its normal disciplinary process and apply consequences up to and including suspension or expulsion. Such exceptions are at the discretion of the DSP Steering Committee. If a trainee engages in an illegal activity, the DSP centre may report the activity to law enforcement.

2. RULES AND REGULATIONS

The following acts shall be considered breach of *DSP Rules and Regulations* and therefore in the event of any such occurrence, the trainee shall be liable for disciplinary action.

1. Verbal abuse, foul language, insults, physical or psychological threats or intimidation to other students or colleague or seniors.
2. Theft of any assets belonging to others and willful destruction of property belonging to DSP, its personnel or another trainee.
3. Consumption of illegal substances (alcohol, drugs, etc) and causing disturbances / disharmony in the DSP campus.
4. Performing the assigned duties under the influence of drugs or alcohol.
5. Indecent behavior, including gambling or quarreling in DSP campus, as well as any form of extortion and blackmailing.
6. Use of foul and inappropriate language in the work environment and DSP premises.
7. Immoral or offensive conduct or encouragement of such conduct.
8. Smoking in non designated areas.
9. Absence without notification and without permission (must maintain 95% attendance).
10. Possessing, using or making any key or other means of access to any DSP premises without proper authorization.
11. Forgery, alteration, replication, or misuse of any document, record, or identification upon which the DSP centres relies.
12. Failure to return or submit property or records of the DSP within the prescribed time.
13. Failure to cooperate with the investigation, resolution and disciplinary procedures.
14. Influencing or attempting to influence another person to go/act against DSP rules and regulations.

15. Sexual advances, requests for sexual favors and other written, verbal or physical conduct of a sexual nature.
16. Harassment & bullying.
17. Taking part in any undesired affairs leading to unwanted outcome during the course of training period.
18. Engage in the formation of groups or meetings for ulterior motives.
19. Verbal, physical or sexual harassment or abuse of a student by a (or) peer(s). This includes interactions that are in person, online or via phone. Posting videos/photos of peers without their consent to do harm is considered harassment.
20. Possession or use of any kind of weapons on campus.

Dress Code

1. All shall adhere to formal dress code or approved training uniform during the training hours.
2. Neat and short hair for boys and tied hair with bun for girls.
3. Ladies shall use minimum make-up and no bright hair colors.

Leave Procedures

1. Students shall seek permission from DSP Trainers/liaisons/officers with justified reasons.
2. In the event of students taking a medical leave, they shall get a prescription from the doctor to be produced to the authority.

3. TRAINEE DISCIPLINARY ACTIONS

Any trainee may be subject to disciplinary action, including expulsion, if his/her actions in DSP campus are disruptive or are in serious violation of DSP rules and regulations.

A trainee held and charged by Royal Bhutan Police on serious offences/acts against the law shall be expelled with immediate effect.

Students charged with misconduct may be subject to the following actions:

1. Warning: verbal statement to the trainee that he/she is violating the DSP rules and regulations; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by the DSP liaisons/gojays in consultation with the DSP tech team when the case is referred to him/her.
2. Reprimand: A written notice of violation of the rules and regulations. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the rules and regulations.

He/she may be referred for counselling if required for mid-course correction.
3. Restitution: Formal action to require the reimbursement for damage to or misappropriation of property. This may take the form of compensation.

4. Suspension/Expulsion: Action by the DSP to terminate a trainee status indefinitely. The DSP Steering Committee may expel a trainee for good cause when other means of correction fail to bring about proper conduct or when the presence of the trainee causes a continuing danger to the physical safety of the trainees or others.

The concern DSP staff of the centre shall first give or make reasonable efforts to give the trainee an oral or written notice of the reasons for the proposed removal.

Immediately following the removal, the concern DSP staff of the centre shall document the removal and notify the DSP SC of the action.

4. PROCEDURES

i. Referral of Complaints/Concerns

Upon receipt of a complaint or concern about the trainee conduct, DSP staff at the centre will evaluate the information received and determine whether the conduct described represents a possible violation of DSP rules and regulations. He/She shall consult with DSP tech team leads to make this determination. Complaints and/or concerns regarding violations of DSP rules and regulations may be received by DSP from any source.

Reports from the Police about trainee's misconduct will be brought to the DSP SC for possible disciplinary action. Furthermore, the DSP SC may investigate and recommend disciplinary action based on reports from third parties of arrests, citations, or other conduct from external parties that come to the attention of the DSP.

ii. Investigation

Upon receipt of the complaint or concern, DSP staff will typically discuss the matter with the person bringing the allegation of misconduct, if feasible. This discussion may be in-person, but may include phone, e-mail, or use other electronic means, depending on the circumstances and the location of the participants.

DSP staff will then conduct an inquiry into the facts, which may include (but is not limited to) conducting interviews and obtaining written statements from pertinent people including:

- victims
- other respondents
- witnesses
- others with knowledge of the matter

Informational meetings may be set between DSP staff and the accused trainee and, if required, separate meetings with the complainant(s), witnesses, or others – in order to:

- detail the complaint received – and each individual’s role/interest as it relates to that event
- provide the accused trainee with supporting documentation that has been submitted
- brief individuals on their confidentiality rights and responsibilities
- set expectations with respect to DSP discipline processes and procedures

At the conclusion of that meeting, a statement will ordinarily be solicited from the accused trainee and (if required) from other parties as appropriate.

iii. Reporting

DSP staff of the centre shall document all referral of complaints/concerns and investigations. He/she shall immediately report the concern leads of the DSP if it is determined that the conduct described represents a serious or repeated violation of DSP rules and regulations. The DSP leads shall bring this to the notice of DSP SC for disciplinary directives.
