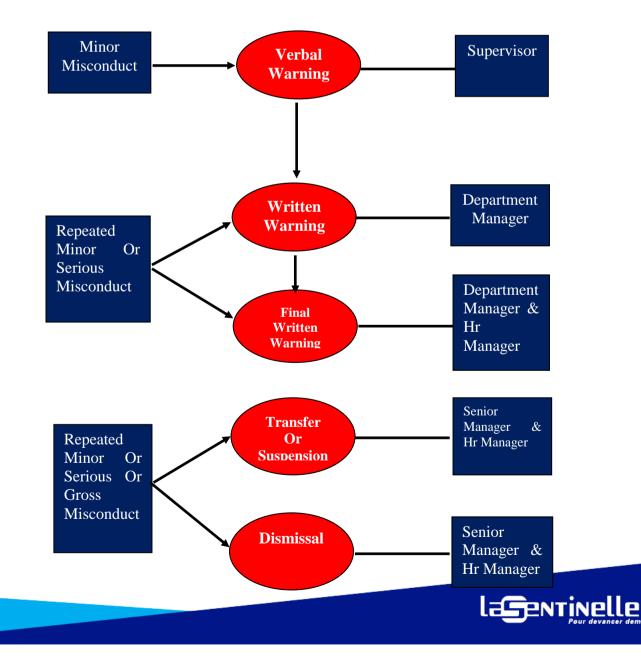


DISCIPLINARY PROCEDURE

The main purpose of operating a disciplinary procedure is to encourage improvement in an employee whose conduct or performance are below acceptable standards. Problems dealt with early enough can be resolved before it get too serious, whereas delay can make things worse as the employee may not realise that they are below standard unless they are told.

The flowchart below indicates the process of disciplinary action at La Sentinelle Group.



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