

	RESOURCE LIBRARY – HUMAN RESOURCES Suspension	<i>CODE:</i> 04.01.056
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OBJECTIVE:目的:

- To protect the property of the company, other employees or the reputation of the company.
保护本公司的财产、其他员工或本公司的声誉。
- To allow sufficient time to investigate a disciplinary issue.
允许有足够的时间来调查纪律问题。

APPLICATION:应用:

Within the structure of the disciplinary procedure there is a provision for the suspension of employees for a given time to allow management the opportunity to undertake further investigation or to delay the disciplinary proceedings to a more convenient time.

在纪律处分程序的结构中，有一条关于员工在给定时间内停职的规定，使管理部门有机会进行进一步的调查或推迟纪律处分程序至更方便的时间。

The decision to suspend rests with the Department Head concerned in consultation with the Personal Manager or in their absence the Duty Manager or the Night Manager.

员工停职一般由有关部门主管会同人事部经理作出决定，或在其缺席情况下由值班经理或夜班经理作出决定。

STATEMENT OF POLICY
政策声明

1. An employee may be temporarily suspended if she/he is accused of committing a deliberate offense involving an assault on a person, or property, or is considered a danger to others (e.g. under the influence of alcohol or drugs), or if a matter requires further time for investigation or delivery of disciplinary action.
如果某员工被指控犯有故意行凶、抢劫罪或被认为危及他人（如酒后或服用药物后），或者如果一个问题需要进一步调查或采取纪律处分，该员工可能被暂时停职。
2. The manager concerned is to complete the Suspension form (see appendix) a copy of which is to be given to the employee so that there is no confusion about the reason why and when and where to report back. A copy of the form with a full report must be forwarded to the Personnel Manager for investigation.
有关的经理要填写停职表（见附件），其副本要交给员工，这样，就可以避免出现汇报原因、时间及地点的含糊不清。必须将一份附有完整报告的停职表副本提交人事部经理进行调查。
3. Suspension time should ideally be until the next working day and not exceed five days (in accordance with the local labor law).The Personnel Manager is responsible for undertaking an investigation and will take appropriate action based on the findings.
理想情况下，停职时间宜延续至下一个工作日，一般不超过5天（根据当地劳动法）。人事部经理负责进行调查，并根据调查结果采取相应的行动。
4. Remuneration is to be withdrawn for the period of suspension. However, if it is discovered after investigation that the employee has not committed an offence then salary must be reimbursed in full.
停职期间，将停发薪酬。但是，如果经调查后发现，该员工并没有犯罪，则必须全额偿付工资。