

No. S 299**SINGAPORE POLYTECHNIC ACT 1954****SINGAPORE POLYTECHNIC
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In exercise of the powers conferred by section 23(1) of the Singapore Polytechnic Act 1954, the Board of Governors of the Singapore Polytechnic, with the approval of the Minister for Education, makes the following Regulations:

PART 1
PRELIMINARY

Citation and commencement

1. These Regulations are the Singapore Polytechnic (Staff Discipline) Regulations 2026 and come into operation on 21 May 2026.

Definitions

2. In these Regulations —

“Appeal Committee” means the Appeal Committee appointed under regulation 22(2);

“committee of inquiry” means the committee of inquiry appointed under regulation 8(4);

“disciplinary offence” means an offence specified in the Schedule;

“disciplinary proceedings” means the proceedings that are commenced by the Staff Disciplinary Committee under regulation 8, and includes any proceedings under regulation 20;

“emoluments” includes any increment, allowance or other benefit which an employee is or may become entitled to during the period when disciplinary proceedings are taken against the employee under these Regulations;

“employee” means any employee of the Polytechnic, whether the employee is holding a permanent, temporary or contractual appointment, and includes an individual under a secondment arrangement which makes available the service of the individual to the Polytechnic, but does not include a public officer under such a secondment arrangement or the Principal;

“investigating officer” means a person appointed under regulation 4(4)(b) or (5) to conduct a preliminary investigation into any complaint or information about an employee;

“member of the staff of the Polytechnic” means an individual who is employed by the Polytechnic and is confirmed on the permanent establishment;

“monthly gross salary” means the basic salary, monthly variable component, non-pensionable component and non-pensionable variable payments only, of an employee’s total monthly salary;

“Polytechnic” means the Singapore Polytechnic established under section 3 of the Act;

“retire in the public interest” means to retire on grounds of public interest or in the interest of the Polytechnic;

“Staff Disciplinary Committee” means the Staff Disciplinary Committee appointed under regulation 3(1).

Staff Disciplinary Committee

3.—(1) For the purposes of these Regulations, the Board must appoint a Staff Disciplinary Committee consisting of 3 members of the Board, which must not include the Chairperson or the Principal.

(2) At any meeting or proceedings of the Staff Disciplinary Committee, 2 members form a quorum.

PART 2

PROCEDURE ON COMPLAINTS OR INFORMATION

Complaints against employee

4.—(1) Any complaint against an employee alleging the commission by the employee of a disciplinary offence must —

- (a) be made in writing to the Principal;
- (b) identify the employee complained against; and
- (c) set out such particulars of the complaint as the Principal may require.

(2) Where a complaint is made under paragraph (1), the Principal must review the complaint and ascertain if the complaint warrants a

preliminary investigation into whether a disciplinary offence has been committed.

(3) In the course of reviewing the complaint, the Principal may require the complainant to answer any query or provide any document or record that the Principal considers relevant for the purposes of the review.

(4) After reviewing the complaint, the Principal must —

(a) if the Principal is of the opinion that the complaint is frivolous, vexatious, misconceived or lacking in substance — dismiss the complaint; or

(b) in any other case — appoint an investigating officer to conduct a preliminary investigation into the complaint.

(5) Subject to regulation 20(1), if, instead of a complaint, credible information comes to the Principal's knowledge that an employee has or may have committed a disciplinary offence, the Principal must appoint an investigating officer to conduct a preliminary investigation into the information.

(6) The investigating officer appointed in paragraph (4)(b) or (5) may be assisted by one or more other persons appointed by the Principal.

Preliminary investigation

5.—(1) Before conducting a preliminary investigation, the investigating officer must notify the employee concerned about the complaint mentioned in regulation 4(1) or the information mentioned in regulation 4(5), as the case may be.

(2) The employee must submit a written explanation to the investigating officer within 7 working days after receiving the notification or any further period that the Principal may allow.

(3) Despite the failure of the employee to submit a written explanation under paragraph (2), the investigating officer may proceed to conduct a preliminary investigation into the complaint or information.

(4) After —

- (a) considering the explanation submitted by the employee under paragraph (2) and conducting a preliminary investigation into the complaint or information; or
- (b) conducting a preliminary investigation under paragraph (3),

the investigating officer must submit a report of the preliminary investigation to the Principal within 14 days after the conclusion of the preliminary investigation.

(5) The investigating officer must include in the report of the preliminary investigation a summary of the facts of the case.

PART 3

DISCIPLINARY ACTION BY PRINCIPAL

Decision of Principal

6. The Principal may, after considering the report of the preliminary investigation submitted by the investigating officer under regulation 5(4), do any of the following:

- (a) if the Principal is of the opinion that the allegation against the employee contained in the complaint or information (called in this regulation the allegation) has not been established — dismiss the complaint against, or information about, the employee and strike out the complaint or information from the records;
- (b) if the Principal is of the opinion that the allegation has been established but is not serious enough to warrant the dismissal or reduction in grade of the employee — impose one or more of the following penalties:
 - (i) the stoppage or deferment of any increment due to the employee for a period not exceeding one year;
 - (ii) a financial penalty of an amount not exceeding one month of the employee's monthly gross salary;
 - (iii) a reprimand;

- (c) if the Principal is of the opinion that the allegation has been established and is serious enough to warrant the dismissal or reduction in grade of the employee — refer the complaint or information to the Staff Disciplinary Committee together with a copy of the report of the preliminary investigation.

Appeal to Staff Disciplinary Committee against Principal's decision

7.—(1) An employee who is dissatisfied with the decision of the Principal under regulation 6(b) may, within 14 days after receipt of the decision, lodge with the Staff Disciplinary Committee an appeal —

- (a) stating concisely the grounds upon which the employee is dissatisfied with the decision; and
- (b) asking for a reconsideration of the decision.

(2) After consideration of an appeal lodged under paragraph (1), the Staff Disciplinary Committee may determine the matter in any manner that it thinks fit and may —

- (a) dismiss the appeal;
- (b) allow the appeal and quash the decision of the Principal; or
- (c) substitute the penalty imposed by the Principal with any other penalty mentioned in regulation 6(b) that it thinks fit.

(3) The decision of the Staff Disciplinary Committee under paragraph (2) is final.

PART 4

DISCIPLINARY PROCEEDINGS BY STAFF
DISCIPLINARY COMMITTEE

Proceedings following report of preliminary investigation

8.—(1) The Staff Disciplinary Committee may, after considering the report of the preliminary investigation referred to it under regulation 6(c), commence disciplinary proceedings under this regulation and cause proceedings to be taken in accordance with regulation 9 or regulations 10 to 17.

(2) The Staff Disciplinary Committee must notify the employee in writing —

- (a) of the grounds, which are to be reduced to the form of a definite charge or charges, upon which it is intended to dismiss the employee or to reduce his or her grade; and
- (b) that if the employee does not submit a written exculpatory statement within 7 working days after the date of the notification, the Staff Disciplinary Committee may proceed with the disciplinary proceedings in accordance with regulation 9.

(3) If the employee submits an exculpatory statement which, in the opinion of the Staff Disciplinary Committee, is satisfactory, the Staff Disciplinary Committee must dismiss the complaint or information.

(4) If the employee submits an exculpatory statement which, in the opinion of the Staff Disciplinary Committee, is not satisfactory, the Staff Disciplinary Committee must appoint a committee of inquiry to inquire into the matter and to submit a report to the Staff Disciplinary Committee.

(5) The committee of inquiry consists of —

- (a) a member of the staff of the Polytechnic;
- (b) a public officer; and
- (c) one other person who is not a member of the Board.

(6) At any meeting or proceedings of the committee of inquiry, 2 members form a quorum.

(7) A person who is appointed as an investigating officer for the investigation of any complaint or information against an employee is disqualified from acting as a member of the committee of inquiry in any subsequent proceedings in respect of that complaint or information.

(8) The Principal must notify every member of the committee of inquiry of his or her appointment.

(9) The committee of inquiry may cause the complaint or information to be further investigated in any manner.

Failure to submit exculpatory statement

9.—(1) Where the employee fails to submit an exculpatory statement within the time specified in regulation 8(2)(b), the Staff Disciplinary Committee may proceed to decide the matter in accordance with this regulation.

(2) The Staff Disciplinary Committee may dispense with the appointment of a committee of inquiry to inquire into the matter where the employee —

- (a) admits the charge or charges or any one of them; or
- (b) fails to submit an exculpatory statement within the time specified in regulation 8(2)(b).

(3) The Staff Disciplinary Committee may proceed to decide the matter in accordance with paragraph (4) after giving the employee an opportunity of being heard in person.

(4) Upon considering the facts of the case, the Staff Disciplinary Committee may, if it is of the opinion that —

- (a) the employee has not committed a disciplinary offence — determine that no action be taken against the employee;
- (b) the employee should be dismissed or reduced in grade — dismiss or reduce the grade of the employee with effect from such date as it thinks fit; or
- (c) a penalty other than dismissal or reduction in grade should be imposed — impose one or more of the following penalties:

- (i) the stoppage or deferment of any increment due to the employee for a period not exceeding one year;
- (ii) a financial penalty of an amount not exceeding one month of the employee's monthly gross salary;
- (iii) a reprimand;
- (iv) a requirement that the employee retire in the public interest, with or without any reduction in retirement benefits.

(5) Before requiring an employee to retire in the public interest, the Staff Disciplinary Committee must give the employee a reasonable opportunity to submit to the Staff Disciplinary Committee a written reply to the grounds upon which his or her retirement is contemplated.

Procedure at inquiry

10.—(1) Where a committee of inquiry is appointed under regulation 8(4), the committee of inquiry must give the employee at least 7 working days' notice in writing of the date on which the committee of inquiry will commence its inquiry.

(2) The employee must attend the inquiry and must be permitted to —

- (a) cross-examine any witnesses;
- (b) give evidence on his or her own behalf;
- (c) have any witnesses called to give evidence on behalf of the employee; and
- (d) have access to information contained in any document at a reasonable time before the document is tendered in evidence.

(3) At the inquiry, the evidence on behalf of the Staff Disciplinary Committee must be presented by a member of the staff of the Polytechnic or by any public officer or an advocate and solicitor appointed by the Principal.

(4) The employee under inquiry may be represented by an advocate and solicitor, a member of the staff of the Polytechnic other than the member mentioned in paragraph (3) or by any other person that the Staff Disciplinary Committee may allow.

(5) The committee of inquiry is not bound to act in a formal manner and is not bound by the provisions of the Evidence Act 1893 or by any other law relating to evidence, but may inform itself on any matter in any manner that it thinks fit.

Record of proceedings

11. The committee of inquiry must keep a record of the proceedings conducted by the committee, which consists of the information obtained by the committee and the report of the committee mentioned in regulation 15.

Adjournments

12.—(1) The committee of inquiry must proceed with its inquiry from day to day and no adjournment is to be given except for reasons to be recorded in writing.

(2) The committee of inquiry must, as soon as practicable, report to the Principal and the Staff Disciplinary Committee every adjournment of 14 days or less, together with the reasons for the adjournment.

(3) Any adjournment of more than 14 days requires the permission of the Staff Disciplinary Committee on a written application by the committee of inquiry or the employee under inquiry.

Absence of member of committee of inquiry

13. Subject to regulation 8(6), the committee of inquiry may conduct proceedings under these Regulations despite the absence, temporary or otherwise, of one of its members and the validity of those proceedings is not to be challenged on this ground.

Attempt to hamper progress of inquiry

14.—(1) If the committee of inquiry is of the opinion that the employee under inquiry is hampering or attempting to hamper the progress of the inquiry, the committee may administer a warning to the employee.

(2) If, after the warning, the committee of inquiry is of the opinion that the employee is acting in disregard of the warning, the committee must make an entry in the record to that effect and may proceed to complete the inquiry in any manner that it thinks fit.

Report of committee of inquiry

15. The committee of inquiry must, within 14 days after the conclusion of the proceedings or any further period that the Staff Disciplinary Committee may allow, submit a report to the Staff Disciplinary Committee through the Principal.

Decision of Staff Disciplinary Committee

16.—(1) Upon considering the report of the committee of inquiry, the Staff Disciplinary Committee may, if it is of the opinion that —

- (a) the employee has not committed a disciplinary offence — determine that no action be taken against the employee;
- (b) the employee should be dismissed or reduced in grade — dismiss or reduce the grade of the employee with effect from such date as it thinks fit; or
- (c) a penalty other than dismissal or reduction in grade should be imposed — impose one or more of the following penalties:
 - (i) the stoppage or deferment of any increment due to the employee for a period not exceeding one year;
 - (ii) a financial penalty of an amount not exceeding one month of the employee's monthly gross salary;
 - (iii) a reprimand;

- (iv) a requirement that the employee retire in the public interest, with or without any reduction in retirement benefits.

(2) Before requiring an employee to retire in the public interest, the Staff Disciplinary Committee must give the employee a reasonable opportunity to submit to the Staff Disciplinary Committee a written reply to the grounds upon which his or her retirement is contemplated.

Further hearing

17.—(1) Before the Staff Disciplinary Committee makes a decision under regulation 16, the Staff Disciplinary Committee may require the committee of inquiry to reconvene to consider any further evidence and to meet for that purpose.

(2) The Staff Disciplinary Committee must give the employee at least 14 days' notice of the reconvening of the committee of inquiry.

Dissolution of committee of inquiry

18. The committee of inquiry may only be dissolved by a decision in writing to that effect communicated to its members by the Staff Disciplinary Committee.

PART 5

EFFECT OF CRIMINAL PROCEEDINGS

Criminal proceedings

19.—(1) If criminal proceedings have commenced against an employee, any disciplinary action by the Principal or any disciplinary proceedings under these Regulations on any ground relating to the criminal offence that the employee is charged with must not be taken or if commenced, must not continue, until —

- (a) the criminal proceedings have been determined; or
- (b) if there is an appeal against conviction, the appeal has been withdrawn or is deemed to have been withdrawn or has been disposed of by the appellate court.

(2) For the purposes of paragraph (1) and regulation 23(1)(a), criminal proceedings are taken to have commenced against an employee when the employee is charged with a criminal offence.

Criminal conviction

20.—(1) Upon receiving information that an employee has been convicted of a criminal offence, the Principal may refer the matter to the Staff Disciplinary Committee for disciplinary proceedings without having to appoint an investigating officer under regulation 4(5).

(2) Where an employee has been convicted of a criminal offence, the Staff Disciplinary Committee is not required to appoint a committee of inquiry to inquire into the matter but may consider the record of the proceedings of the court.

(3) If the Staff Disciplinary Committee is of the opinion, after considering the record of the proceedings of the court, that the employee should be dismissed or reduced in grade or otherwise be penalised with one or more penalties mentioned in regulation 16(1)(c), the Staff Disciplinary Committee must give the employee a reasonable opportunity of being heard before penalising the employee accordingly.

Proceedings on acquittal

21.—(1) Where an employee is acquitted of a criminal charge, the Staff Disciplinary Committee may consider the record of the proceedings of the court.

(2) If the record discloses conduct on the part of the employee which warrants the dismissal or reduction in grade of, or the imposition of any other penalty on, the employee, the Staff Disciplinary Committee may commence disciplinary proceedings under regulation 8.

PART 6
APPEALS

Appeal against decision of Staff Disciplinary Committee

22.—(1) An employee who is dissatisfied with the decision of the Staff Disciplinary Committee under regulation 9(4)(b) or (c), 16(1)(b) or (c) or 20(3) may, within 30 days after receipt of the decision of the Staff Disciplinary Committee, lodge with the Chairperson a notice of appeal against the decision.

(2) The Chairperson must appoint an Appeal Committee consisting of 3 members of the Board, which must not include the Chairperson or the Principal, to hear and determine the appeal.

(3) The Appeal Committee may determine the case in any manner that it thinks fit and may —

- (a) dismiss the appeal;
- (b) allow the appeal and quash the decision of the Staff Disciplinary Committee; or
- (c) vary the decision of the Staff Disciplinary Committee and impose one or more of the following penalties:
 - (i) the stoppage or deferment of any increment due to the employee for a period not exceeding one year;
 - (ii) a financial penalty of an amount not exceeding one month of the employee's monthly gross salary;
 - (iii) a reprimand;
 - (iv) a requirement that the employee retire in the public interest, with or without any reduction in retirement benefits.

(4) A member of the Board who sits as a member of the Staff Disciplinary Committee to decide a case is disqualified from sitting as a member of the Appeal Committee on any subsequent appeal from that case.

(5) The decision of the Appeal Committee under paragraph (3) is final.

PART 7
INTERDICTION, ETC.

Interdiction

23.—(1) Where —

- (a) criminal proceedings have commenced against an employee; or
- (b) a committee of inquiry has been appointed under regulation 8(4) to inquire into any complaint or information against an employee,

the Principal may, after consulting the Staff Disciplinary Committee, immediately interdict the employee from the exercise of the powers and functions of the employee's office.

(2) The Principal must not interdict an employee under paragraph (1) unless the Principal considers that in the interests of the Polytechnic or its students, the employee must cease to perform his or her duties immediately.

(3) Where an employee has been interdicted, the Principal may —

- (a) allow the employee to receive any portion of the emoluments of his or her office for any period during the interdiction that the Principal thinks fit; or
- (b) order the withholding of the employee's emoluments.

(4) If the disciplinary proceedings against an employee do not result in the dismissal of the employee or any other penalty, the employee is entitled to the full amount of the emoluments which he or she would have received had he or she not been interdicted, and any emoluments of an employee withheld under paragraph (3) must be paid to the employee.

(5) If the disciplinary proceedings against an employee result in a penalty other than dismissal, the employee may be refunded any portion of the emoluments withheld under paragraph (3) that the Principal thinks fit.

Withholding of increments

24.—(1) Where disciplinary proceedings have commenced against an employee who has not been interdicted, the Staff Disciplinary Committee may withhold any increment due to the employee during the period before the disciplinary proceedings are completed.

(2) Any increment of an employee which is withheld under paragraph (1) may, if the Staff Disciplinary Committee thinks fit, be forfeited if the disciplinary proceedings result in the dismissal or reduction in grade of the employee or the imposition of any other penalty.

Resignation

25. An employee against whom disciplinary proceedings are commenced under these Regulations must not, without the permission of the Staff Disciplinary Committee, resign during the period before the disciplinary proceedings are completed.

PART 8**MISCELLANEOUS****Revocation**

26. Revoke the Singapore Polytechnic (Staff) (Conduct and Discipline) Regulations (Rg 4).

Saving

27. Despite regulation 26, any investigation or disciplinary proceedings against an employee commenced before 21 May 2026 and pending on that date may be continued and completed in accordance with the revoked Singapore Polytechnic (Staff) (Conduct and Discipline) Regulations as if those Regulations had not been revoked.

THE SCHEDULE

Regulation 2

DISCIPLINARY OFFENCES

1. Neglect of duty.
2. Conduct or action likely to bring the Polytechnic into disrepute.
3. Conduct prejudicial to good order or discipline.
4. Non-compliance with the Polytechnic's code of conduct.
5. Any other misconduct that affects the suitability of the person to be an employee of the Polytechnic.

Made on 18 May 2026.

JANET ANG GUAT HAR
*Chairperson,
Board of Governors,
Singapore Polytechnic.*

[AG/LEGIS/SL/303/2020/1]