

Infraction			Violation								
Type	Infraction	Description	Reglamento Interno (RIT) Capitulo XIV: Disposiciones Disciplinarias y Modo de Aplicarlas	Level	Duration	Level	Duration	Level	Duration	Level	
Attendance	Excessive attendance and/or tardiness issues	Missing work, without justified cause, two days in a period of two months.	Art. 71 (Num. 1, 2, 4, 5, 11) Art. 72 (Num. 1, 2, 3)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T	
	Abandoning work Not returning to work following a break/lunch period	This applies when an employee leaves their job without justification but returns to work the same day or the next day. However, job abandonment is configured if the worker accumulates more than 3 consecutive days of unjustified absences.	Art. 71 (Num. 1, 2, 4, 5, 11) Art. 72 (Num. 1, 2, 3)	WW	6 mos.	FW	1 yr.	T			
Behavior	Inappropriate asset use Inappropriate access Sharing password Excessive personal use	Computing and networking resources should be used only per the guidelines defined in this policy and procedure.	Art. 71 (Num. 6, 7, 10, 12, 13) Art. 72 (Num. 6, 8)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T	
	Inappropriate use of property Unauthorized and willful destruction of property		Art. 71 (Num. 7) Art. 72 (Num. 6, 8) Art. 73 (Num. 6, 11)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T	
	Unprofessionalism Abusive/profane language Bullying	Verbal or physical offenses against the employer or the people who work in the Company or the family members who live with them. Gossiping about and with coworkers shows a lack of respect and a lack of privacy.	Art. 71 (Num. 3, 8) Art. 72 (Num. 2, 5) Art. 73 (Num. 2, 3, 4, 5, 6, 7, 8, 10,)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T	
	Safety violation Gross negligence resulting in safety hazards Failure to report workplace hazards	Not inform the company of events witnessed or known that cause or may cause serious damage to the interests of the company.	Art. 71 (Num. 10, 13) Art. 72 (Num. 5, 6,) Art. 73 (Num. 5, 8, 12)	WW	6 mos.	FW	1 yr.	T			
	Discrimination Sexual Harassment	Abuse of authority by supervisors. Sexual harassment in terms established by law.	Art. 73 (10)	FW	1 yr.	T					
	Threats or violent behavior Possession of weapon on site in violation of policy		Art. 73 (10)	FW	1 yr.	T					
	Dishonesty, Fraud, and Conflicts of Interest False application information False request for reimbursement, or falsification of timesheet resulting in an overpayment Willful falsification of documents/reports Conflict of interest violation Theft	Violation of the rules of the company, committed with the purpose of hiding, falsifying or masking the true situation and nature of the accounting statements or the risks incurred.	Art. 71 (Num. 10, 13) Art. 72 (Num. 5, 6,) Art. 73 (Num. 5, 8, 12)	FW	1 yr.	T					
	Drugs or alcohol	Possession or consumption of drugs or alcohol within the company.	Art. 73 (Num. 5, 12)	T							
	Breach of confidentiality Inappropriate use of access to information Accessing/changing personal record for gain Criminal activity on-site	Sharing confidential information with individuals who do not have a business need to know	Art. 71 (Num. 6, 7, 10, 13) Art. 72 (Num. 5, 6, 7, 8) Art. 73 (Num. 1, 2, 6, 11) Art. 73 (Num. 1, 2, 3, 6)	FW	1 yr.	T					
	Performance	Inappropriate use of work time Working unauthorized time Sleeping on the job Excessive personal incidental use	E.g: Disturbs other employees by wandering from desk to desk looking for someone to talk to, is disruptive in training sessions and tries to talk other employees into taking extended lunches and breaks.	Art. 71 (Num. 6, 7, 9, 11, 12) Art. 72 (Num. 2, 4, 8) Art. 73 (Num. 1, 9)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T
		Inadequate performance Not meeting performance goals Lack of customer service Failure to follow directions Failure to meet deadlines Negligence Incompetence/lack of skills necessary to perform the job	The continuous and voluntary decrease in normal or agreed work performance.	Art. 72 (Num. 2) Art. 73 (Num. 6, 7, 8, 9, 11)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T
		Failure to report sexual misconduct or gender discrimination as a third party	Failing to report sexual harassment may negatively impact a victim's ability to successfully assert each type of claim. The failure to report, or complain of, harassment also may negatively impact an employee's retaliation claim.	Art. 72 (Num. 5, 6, 8) Art. 73 (Num. 10)	VW	3 mos.	WW	6 mos.	FW	1 yr.	T

Badge	Access card and locker key not returned.	Failure to return the assigned access card and locker key based on the workstation in OfficeRND.	<p>1. The first time the employee will be informed that he/she has taken the access and locker key and that he/she should not do it again.</p> <p>2. Twice in 30 days, a verbal warning with be issued with the Team Lead and/or Ops Manager, and Human Resources present.</p> <p>3. Three times in 90 days, a written warning will be issued and WFH will be revoked for 1 week.</p> <p>4. Four times in 6 months, revoke WFH for 2 weeks.</p> <p>5. Five times in 6 months, revoke WFH for 90 days.</p> <p>6. Six or more times in 6 months, WFH might be suspended for longer.</p> <p>* If the employee is not scheduled to come the next day, they must bring the access and locker key back and finish their shift in the office.</p>	VW	3 mos.	WW	6 mos.	FW	1 yr.	T
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