**REFERENCE TABLE FOR SANCTIONS APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Categories and Non-compliances** | **Recurrence** | | | | |
| **1ra** | **2da** | **3ra** | **4ta** | **5ta** |
| **Category: Workplace discipline** | | | | | | |
| Insults or offences |  |  |  |  |  |
| Physical aggression (punches, pushes, scratches, among others) |  |  |  |  |  |
| Verbal harassment of peers (no sexual implications) |  |  |  |  |  |
| Unwarranted foul |  |  |  |  |  |
| Delay |  |  |  |  |  |
| Smoking on the company's premises or vehicles |  |  |  |  |  |
| Robbery |  |  |  |  |  |
| Damage to the company's facilities or property |  |  |  |  |  |
| Ingest alcoholic beverages at the company's facilities or vehicles |  |  |  |  |  |
| Show up to work under the influence of drugs or alcohol |  |  |  |  |  |
| **Category: Food safety and hygiene** | | | | | | |
| Eating food or chewing gum within the work area |  |  |  |  |  |
| Lack of personal hygiene or clothing, or deficiencies in hand washing |  |  |  |  |  |
| Wear accessories, jewelry, perfumes or makeup |  |  |  |  |  |
| Introduce rigid plastic or glass materials into the work area |  |  |  |  |  |
| Improper handling of packaging material or food contact surfaces |  |  |  |  |  |
| Use of unauthorized items (cellular, sound players) |  |  |  |  |  |
| Wearing non suitable clothing (open shoes, sandals, sleeveless T-shirts, among others) |  |  |  |  |  |
| Throwing trash on the company's premises or vehicles |  |  |  |  |  |
| Do not report deviations that may affect product safety |  |  |  |  |  |
| **Job security** | | | | | | |
| Do not use the relevant personal protective equipment |  |  |  |  |  |
| Misuse, handling and/or storage of hazardous or toxic substances |  |  |  |  |  |
| Use material or work equipment without authorization |  |  |  |  |  |
| **Behavior** | | | | | | |
| Sexual or work harassment |  |  |  |  |  |
| Immoral behavior in the company's facilities or vehicles |  |  |  |  |  |
| Attend personal visits or make sales during business hours |  |  |  |  |  |
| Direct disobedience to an explicit work order |  |  |  |  |  |

**Symbology:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verbal Notice |  | Written notice |  | 3 day suspension |  | 6 day suspension |  | Fire |  |