

	INCIDENT	A	B	C	D
1	Using of personal mobile phones/gadgets on time of work			X	
2	Failure to comply with the Dress Code policy	X			
3	Failure or refusal to cooperate with others in completion of task or project		X		
4	Engaging in horseplay or disorderly conduct in the workplace that may disrupt the operations of the company or create annoyance to another employee.	X			
5	Engaging in Bullying such as harass, or bully another employee through words or actions			X	
6	Any act constituting theft or robbery or any attempt to commit theft or robbery of any property within or outside Company premises				X
7	Disregarding, forgetting or failure to log-in or log-out in any time keeping systems of the company	X			

	INCIDENT	A	B	C	D
8	Refusal to render overtime without valid reason when the exigency of the work requires it			X	
9	Sleeping while on duty			X	
10	Challenging, quarreling or engaging in a fight within company premises, or uncontrolled temper or discourtesy with your colleague, supervisor or any member of the management or any conduct unbecoming of a decent Klued employee within or outside company premises.				X
11	Insubordination: Refusing, without justifiable cause, to obey, abide and/or implement any lawful rule, regulation, order, instruction, or policy issues by the company or by the employee's superior/manager and authorized senior officer of the company.				X