**Teammate not following the policy**

Mimi is new to the company. She is very excited to be involved on new projects and to learn from her teammates. She reads the company policy provided by HR, but she noticed that Matt, a tenured teammate is not following the policy. Matt always goes out during work hours in the afternoon and would return after 1-3 hours. Her Mimi got confused because she read in the policy that an employee is only allowed at most 30 minutes of break in the afternoon. She asked Matt where he was going and Matt told her he normally meets his friends. Matt also told Mimi that it's okay and he just needs to offset the missed hours in the evening. Their supervisor is working remotely and he is busy with managing other employees.

1. What is wrong in this situation?

- Matt is taking advantage of the situation and giving Mimi a false advice.

1. What should Mimi do?

- Mimi should Tell Matt that it is not the policy he is taking advantage of the situation and Mimi should tell the HR and the supervisor that Matt is not following the policy

1. To whom and how should Mimi communicate this?

- she should tell Matt first that if he did not comply to the policy again she will directly tell the HR and the supervisor