**TEAMMATE NOT FOLLOWING THE POLICY**

Mimi is new to the company. She is very excited to be involved in 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 managing other employees.

1. What is wrong with this situation?
   1. **Matt is being dishonest to his work. He took a 1 – 3 hours beaks which is beyond the said allowed break time**
2. What should Mimi do?
   1. **Mimi should kindly tell Matt about the company policy which is about the break because he may get fired once the supervisor find out. If Matt doesn’t listen to Mimi, she can directly tell the supervisor about the situation but in a general way, without announcing any names just to be safe and also respect for other colleagues.**
3. To whom and how should Mimi communicate this?
   1. **To Matt and Supervisor, Mimi should approach Matt first, maybe Mimi can convince Matt to do his job well and be honest to the job. Saying some advice that can help Matt to change his mind to do his job well. If things don’t go well with Matt, that’s the time Mimi should communicate with the supervisor. After all Mimi and Matt are workmates as a respect Mimi should not tell Matt’s name to this supervisor about his situation but saying about the situation of the whole team or the work place.**