**Actions to be taken if the process is not followed:**

**Initial warning**: The first step in addressing non-adherence with the process could be a verbal warning, which serves as a reminder of the importance of the process and the consequences of not adhering to it. The incident should be documented in Zoho by the team member.

**Retraining:** Team members who struggle to adhere to a process may benefit from additional training or support to help them understand the process and their role in it.

**Written warning**: If the employee continues to disregard the process after a verbal warning and Zoho documentation, a written warning may be issued, documenting the non-compliance, copying HR, and outlining the consequences of future violations.

It is important to note that processes exist for good reasons, and deviating from them without proper justification can lead to undesirable consequences.

**Note:** Please refer to the [CAP](https://docs.google.com/document/u/0/d/1hqtXqA43ZHyhADOyi85_SBOX7MpXrlmm4ZmFwx5XFYA/edit) document for detailed information on the repercussions of not following the process.