**UNSATISFACTORY/UNACCEPTABLE PERFORMANCE WORDS AND PHRASES**

**INTRODUCTION**

Below follows a list of words and phrases that can be used when compiling documentation related to unsatisfactory/unacceptable performance. The list is not intended to be exhaustive.

**WORDS AND PHRASES**

* Absence from normal place of work without proper reason or permission.
* Absence from normal place of work without proper reason or permission for one to three days;
* Bringing unauthorised visitors onto Company premises;
* Carelessness - performance of a task or duty without the exercise of due care or attention.
* Causing damage or loss to customer’s property or products through negligence.
* Causing damage or loss to customer’s property or products through wilful negligence.
* Disclosure of confidential or sensitive information to unauthorised persons which includes misuse of privileged information.
* Disorderly behaviour on Company premises;
* Failure to act on a lawful direction of the Employer
* Failure to carry out work to the required standard without reasonable cause;
* Inappropriate behaviour or interactions, by words or actions, involving colleagues and/or clients
* Inappropriate use of emails and internet resources while at work.
* Incorrectly filling in of documentation, delivery notes, etc.;
* Leaving the workstation early without sufficient reason;
* Misuse of Company property; using Company property for a purpose other than that for which it was intended without the written authority of a Manager;
* Negligent loss of or damage to Company property or products or inability to account for it satisfactorily, where the cost is more than
* Not devoting all of time, attention and ability to the business of the Company;
* Reporting late for duty without sufficient reason;
* Taking extended meal/tea breaks without sufficient reason.
* Unauthorised use of company technology.
* Wearing incorrect Company uniforms while on duty;