### TABLE OF PENALTIES, staff members

<table>
<thead>
<tr>
<th>LEVEL OF INTENT</th>
<th>Unawareness</th>
<th>Carelessness</th>
<th>Criminal intent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Incompetence Negligence Accident Lack of intent</td>
<td>Gross negligence Ignorance Proving a point Intent Recurrence</td>
<td>(damage, unauthorised use, espionage, confidentiality offence, abuse of public office, etc.) Pursuit of gain</td>
</tr>
</tbody>
</table>

#### ▲ SEVERITY OF OFFENCE

**Serious offence (an act that constitutes a misdemeanour or crime under the law), such as**

- Hacking
- Unauthorised handling of material subject to the Criminal Code
- Deliberate, unauthorised port scanning
- Deliberate distribution of malware
- Denial of Service attack

<table>
<thead>
<tr>
<th></th>
<th>Reporting to the police considered</th>
<th>Reported to the police</th>
<th>Reported to the police</th>
</tr>
</thead>
</table>

**Offence (gross abuse or security risk), such as**

- Unauthorised copying of applications and games
- Installing unauthorised applications
- Unauthorised possession of hacking/administration tools
- Unauthorised service set-up
- Handing over IDs
- Risking confidential information

<table>
<thead>
<tr>
<th></th>
<th>Notice/written notice possible</th>
<th>Written notice/dismissal / termination of empl. contract</th>
</tr>
</thead>
</table>

**Minor offence (negligence) such as**

- Neglecting personal information security
- Improper behaviour
- Causing disturbance
- Wasting IT resources
- Neglecting the use of security software and updates
- Forbidden commercial or political activity
- Breach of physical access monitoring rules

<table>
<thead>
<tr>
<th></th>
<th>Notice</th>
<th>Notice/written notice possible</th>
<th>Written notice/dismissal / termination of empl. contract</th>
</tr>
</thead>
</table>

**▲ SEVERITY OF OFFENCE**

The user’s access to certain systems can be temporarily or permanently denied due to the lack of confidence caused by abuse.

Penalty classification:

- Reporting to the police possible
- General administrative actions