

## Penalty Policy

### Step one

After three (3) missed deadlines without justification approved by the relevant program director, and after consultation with the latter, the grant concerned will be reduced by \$500 U.S., with additional reductions of \$200 U.S. each full week after the final deadline.

### Step two

After three (3) email reminders, sent at two-week intervals to ALL known email addresses of all members of a PEP-supported team, after consultation with the relevant program director and the PEP Executive Director, and after three (3) attempts by the PEP administration team to contact the team leader by phone, a project can be closed.

Teams shall be informed of these consequences at least two weeks prior to the penalty being imposed.

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