

**Complex and Non-Complex Sanction Decision Matrix**

Activity / Decision	AD	DM	About Universal Credit Topic Name or ADM reference
Fail to comply with a work preparation requirement		✓	<ul style="list-style-type: none"> <li>▪ Considering claimant vulnerability before taking sanction action</li> <li>▪ Handling sanction referrals and notifications</li> <li>▪ Potential failure to meet work related requirements</li> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Fail to comply with a Work-Focused Interview requirement		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K6 Lowest level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Fail to comply with requirement to provide evidence or confirm Compliance		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K6 Lowest level sanctions</li> <li>▪ K9 Amount of reduction</li> </ul>
Fail to comply with requirement to report specified change in circumstances relevant to Work Related requirements		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Fail to prepare or maintain a CV		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>

UCDMA011 Handout 11.01.  
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Fail to provide evidence of compliance		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Fail to undertake particular/all reasonable, specified Work Search action		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K4 Medium level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Failed to Apply /Accept a Job		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K3 Higher level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Failed to attend work skills assessment		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Failed to develop a business plan		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Failed to improve personal appearance		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Failure to be available to take up work		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K3 Higher level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>

UCDMA011 Handout 11.01.  
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Failure to comply with an interview requirement (subset of self employed)		✓	<ul style="list-style-type: none"> <li>ADM Chapter J3 Work- related requirements</li> <li>ADM Chapter K1 Sanctions general principles</li> <li>ADM Chapter K2 Good Reason</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K4 Medium level sanctions</li> <li>ADM Chapter K5 Low level sanctions</li> <li>ADM Chapter K6 Lowest level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Leaving voluntarily/misconduct – non complex	✓		<ul style="list-style-type: none"> <li>ADM Chapter K1 Sanctions general Principles</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Leaving voluntarily/misconduct - complex		✓	<ul style="list-style-type: none"> <li>ADM Chapter K1 Sanctions general Principles</li> <li>ADM Chapter K2 Good Reason</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Leaving work experience due to gross misconduct		✓	<ul style="list-style-type: none"> <li>ADM Chapter K1 Sanctions general Principles</li> <li>ADM Chapter K2 Good Reason</li> <li>ADM chapter K5 Low level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Loss of pay		✓	<ul style="list-style-type: none"> <li>ADM Chapter K1 Sanctions general Principles</li> <li>ADM Chapter K2 Good Reason</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Mandatory Work Activity leaving/failures (Non complex)	✓		<ul style="list-style-type: none"> <li>ADM Chapter J3 Work- related requirements</li> <li>ADM Chapter K1 Sanctions general principles</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Mandatory Work Activity leaving/failures (complex)		✓	<ul style="list-style-type: none"> <li>ADM Chapter J3 Work- related requirements</li> <li>ADM Chapter K1 Sanctions general principles</li> <li>ADM Chapter K2 Good Reason</li> <li>ADM Chapter K3 Higher level sanctions</li> <li>ADM Chapter K9 Amount of reduction</li> </ul>
Work Focused Interview requirement	✓		<ul style="list-style-type: none"> <li>ADM Chapter J3 Work- related requirements</li> <li>ADM Chapter K1 Sanctions general principles</li> </ul>

UCDMA011 Handout 11.01.  
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			<ul style="list-style-type: none"> <li>▪ ADM Chapter K6 Lowest level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Work preparation requirement	✓		<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K6 Lowest level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Work programme leaving/failures, (non-complex)	✓		<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Work programme leaving/failures, (complex)		✓	<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K2 Good Reason</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Work search requirement	✓		<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>
Work search interview requirement	✓		<ul style="list-style-type: none"> <li>▪ ADM Chapter J3 Work- related requirements</li> <li>▪ ADM Chapter K1 Sanctions general principles</li> <li>▪ ADM Chapter K5 Low level sanctions</li> <li>▪ ADM Chapter K9 Amount of reduction</li> </ul>