**Disciplinary Actions**

Upon breech of the company rules, the following disciplinary actions will be administered

1st Offense Verbal Warning

2nd Offense Written Warning

3rd Offense Suspension or Permanent Dismissal/Termination

***Any further offense will result in Permanent Dismissal / Termination regardless of the severity of the offense.***

All notices shall be explained to any employees, their supervisors, subcontractors, and union (through representative if applicable) regarding violations. Copies shall be distributed to all applicable parties and personnel records.