

## Disciplinary Actions

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

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1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	Written Warning
3 <sup>rd</sup> 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.

