**Company Rules - Violation Report**

Date

Project:

Employee:

Company:

|  |  |  |
| --- | --- | --- |
| First Offense  |  |  (Verbal Warning) |
| Second Offense  |  |  (Written Warning) |
| Third Offense  |  |  (Suspension or Permanent Dismissal/Termination) |

Reason for disciplinary action:

Signature of person receiving warning Date

Signature of person issuing warning Date