

Workplace Rule Violation Policy Draft

1. Purpose

[Outline the purpose of the policy. For example: "This policy provides guidelines for handling workplace rule violations to ensure consistency, fairness, and due process."]

2. Scope

[Describe who this policy applies to. For example: "This policy applies to all employees of [Company Name]."]

3. Definition

[Provide definitions of what constitutes a workplace rule violation.]

4. Types of Violations

- [Type 1: Description]
- [Type 2: Description]
- [Type 3: Description]

5. Procedures

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

6. Consequences

[Describe possible consequences for violations, such as disciplinary action, warning letters, suspension, or termination.]

7. Review and Amendment

[Explain how often the policy will be reviewed and under what circumstances it may be amended.]

8. Approval

[Approval: Name, Title, Date]