**XVI. SANCTION AND VIOLATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SANCTION** | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** | **4TH OFFENSE** | **5TH OFFENSE** | **6TH OFFENSE** | **7TH OFFENSE** | **8TH OFFENSE** |
| **SERIOUS** |  |  |  |  |  |  |  |  |
| Murder | D |  |  |  |  |  |  |  |
| Arson | S  (15 Days) | D |  |  |  |  |  |  |
| Theft | S  (15 Days) | D |  |  |  |  |  |  |
| Possession of Fire Arms | S  (10 Days) | S  (20 Days) | D |  |  |  |  |  |
| Harassment | S  (15 Days) | S  (30 Days) | D |  |  |  |  |  |
| Using of Illegal Drugs | S  (30 Days) | D |  |  |  |  |  |  |
| **LESS SERIOUS** |  |  |  |  |  |  |  |  |
| Working Under the Influence of Alcohol | V | W | W | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |  |
| Physical Assault | W | S  (3 Days) | S  (10 Days) | S  (30 Days) | D |  |  |  |
| Misconduct | V | W | S  (7 Days) | S  (14 Days) | S  (21 Days) | S  (30 Days) | D |  |
| Having Relationship w/ the Employer or Co-worker | V | W | S  (3 Days) | S  (7 Days) | S  (10 Days) | S  (30 Days) | D |  |
| **MILD** |  |  |  |  |  |  |  |  |
| Tardiness | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |
| Absences Without Official Leave | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |
| Using of Phone During the Working Hours | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |
| Spreading Rumors | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |
| Bad Attitude | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |
| Not Wearing Proper Uniform | V | W | W | S  (1 Day) | S  (3 Days) | S  (15 Days) | S  (30 Days) | D |