

Sanctions Policy

Revision: *Initial Release*

Effective: 2026-01-05



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<https://itservices.machspec.com/policies>

1 Purpose

The purpose of the Sanctions Policy is to outline the procedures at Machine Specialties to consistently and without bias deal with all reported IT policy violations.

Objectives

1. Fairly and consistently resolve all complaints and reported violations after conducting a proper investigation

2 Scope

- All employees of Machine Specialties
- All contractors of Machine Specialties

3 Policy

Machine Specialties' sanctions policy is aimed at taking appropriate action when non-compliance to a policy is reported. Each action is proportional to the severity, intent, and impact of the violation.

Factors used to determine the disciplinary actions are

- Unintentional vs. Deliberate violation
- Good faith vs. Harmful intent
- Self-Reported or detected/caught by audit action etc.
- Potential risk to personnel
- Potential risk to information systems

In Machine Specialties following guidelines are used for sanctions

Severity of Violation	Disciplinary Action
Unintentional violation caused by carelessness, lack of adequate training, or human error	• Mandatory remedial education course • Verbal or written warning
Violations attributed to poor job performance or failure to understand/follow policies	• Written warning • Mandatory remedial education course
Intentional violation due to curiosity or failure to understand access/authorization	• Final written warning • Mandatory remedial education course • Suspension • Termination, depending on the circumstances
Intentional violations causing an employee or organizational harm	• Termination

3.1 Other guidelines

- The mandatory remedial education course must be completed within 7 days of the issuance of the sanction.
- A subsequent violation after receiving a final written warning should result in termination.
- The sanctions imposed may be one or more from the above category. In addition to any sanctions imposed the employee may be reported to the appropriate law governing body and legal action will ensue.

4 Enforcement

The sanctions policy is enforced by the leadership team.

5 History

Date of Change	Revision	Responsible	Summary of Change
2025-12-26	-	Owen Jacobs	Initial release