

Compliance Violation Remediation Form

Employee Information

Employee Name

Employee ID

Department

Supervisor

Date

Violation Details

Violation Type

Date of Violation

Description of Violation

Relevant Policy/Procedure

Remediation Plan

Actions Taken

Corrective/Preventative Measures

Remediation Deadline

Approval

Employee Signature

Date

Supervisor Signature

Date

Important Notes

- This form should be completed promptly after a compliance violation is identified.
- Ensure all described actions and preventative measures are detailed and clear.
- Retain a copy of this document for both employee and department records.
- All signatures are required to affirm understanding and agreement on remediation steps.
- Consult your compliance department for guidance on completing this form.