**FALSIFICATION OF COMPANY DOCUMENTS**

It is the policy of [COMAPNY NAME] that all documentation is timely, accurate, and truthful without any form of falsification.

All documentation completed for [COMPANY NAME] must be timely, accurate and truthful.

Falsification of documents includes but is not limited to:

1. Falsifying the actual/physical completion of store evaluations.
2. Falsifying signature on signature logs.
3. Untrue statements, facts, details, etc.
4. Incomplete statements, details, etc.
5. Redrafting of information.
6. Reformatting of information.
7. Deletion of information.
8. Fabrication of information.
9. Alteration of actual time/dates of evaluation information.

Any employee found to have falsified documents will be subject to discipline up to and including termination of employment.

By signing this document, I have read and fully understand the above information.

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Print Employee Name Date

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Employee Signature Witness Signature