

Notice To Attend a Disciplinary Hearing

Employee name:	
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Kindly take note that a hearing will be held to investigate the alleged offence/s as detailed below:

Nature of complaint:

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Complainant:	
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The hearing will be held on:

Date:	
Time:	
Place:	

- I confirm that I have been advised of the following:
- I am entitled to be assisted at the disciplinary hearing by a fellow employee only. No outside representation will be allowed.
- I am entitled to have an interpreter, if requested.
- I am entitled to have the opportunity to confer with my representative at reasonable times before, during and after the enquiry.
- I am entitled personally, or through my representative, to question the complainant and witnesses during the enquiry.
- I am entitled to furnish evidence and to argue on the question of whether the misconduct occurred.
- I am entitled to furnish evidence and to argue in mitigation of disciplinary action.
- I have been advised that should I refuse/fail to attend the enquiry, the hearing may be held in my absence.
- I have been advised that I am entitled to lodge an appeal against the decision of the disciplinary hearing within three working days of the decision. The appeal must be lodged with the chairperson of the disciplinary hearing and must motivate fully the grounds of such appeal

and whether such appeal is in respect of the decision and/or sentence of the disciplinary enquiry. Any appeal will be heard as soon as possible of such notice being given.

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Signature of witness
(employee refused to sign yes/no)

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Signature of employee

Date:

Should the employee refuse to sign, the witness must sign attesting to the fact that the notice was properly issued and explained.