

DISCIPLINARY HEARING RECORD

TO BE COMPLETED BY THE CHAIRMAN OF THE DISCIPLINARY HEARING

STAGE ONE

1 Particulars of Hearing

Date : _____
 Venue _____
 Chairman of Hearing : _____
 Position _____

2 Particulars of Alleged Offender

Name : _____
 Job Title : _____
 Representative Name and Surname _____
 Interpreter Name and Surname _____

 Employee's Signature

 Employee's Signature

3 Particulars of Complainant (Initiator)

Name	Position
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4 Charges of Alleged Offence

5 Employee's answer to allegations (acceptance/denial) :

Employee's Signature :

STAGE TWO

Facts established by witnesses

1 Evidence given by complainant: Initiator (use more paper as needed)

2 Name of Witness :

Job Title :

Evidence given by witness (if more than 1, use separate paper for each one)

3 Evidence given by Alleged Offender

Name of Witness :

Job Title :

Evidence given by witness (if more than 1, use separate paper for each one)

STAGE THREE

1 Facts established from hearing (summary) :

Employee's Signature :

Review of record at last six months :

Date :

Nature : (ex..1st warning etc..)

Details : (ex. Late coming)

STAGE FIVE

Review mitigating circumstances

STAGE SIX

Penalty

- 1 Penalty imposed/action taken (specify on which charges the accused was found guilty/not guilty. Impose a penalty per charge) :

THE CHAIRMAN NEEDS TO CONFIRM, IN THE EVENT OF DISMISSAL, THE DATE EFFECTIVE, THE MOTIVE AND DATE TO VACATE COMPANY PROPERTY AND/OR RETURN COMPANY ASSETS.

STAGE SEVEN

- 1 **Acknowledgement of discipline by employee :**

- A) I understand the above mentioned complaint and action taken (YES/NO)
B) I have been informed of my right to appeal (YES/NO)

Signature of Offender

Signature of Chairman

Signature of Employee's Representative

Employee's Signature :

