

Notice to Attend a Disciplinary Hearing

Employee Name: Employee No:

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: Signature of Complainant:

Position of Complainant:

The hearing will be held on:

Date & Place..... Time:

I confirm that I have been advised of the following:

I am entitled to be assisted at the disciplinary hearing by a fellow employee or union representative.

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.

.....
Signature of Witness 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.