

NOTICE OF DISCIPLINARY ENQUIRY – CHARGE SHEET

<<Insert Company Letterhead>>

«Date»
«Title» «Initial» «LastName»
«Company»
«Address1»
«Address2»
«PostalCode»

Dear «Title» «LastName»

NOTIFICATION OF DISCIPLINARY ENQUIRY

You are hereby notified that a disciplinary enquiry will be held on «Date1» at «Time» in «Venue» to investigate allegations pertaining to the following misconduct:

1. _____
2. _____
3. _____

At the meeting you may be represented by a fellow employee of your choice. External representation will normally not be allowed as the matter is still being investigated internally.

You are required to urgently make your own arrangements regarding your representative. If you experience difficulty in finding a representative, you must please contact _____ on extension <<EXT>> before 17H00 on the day prior to the hearing. Failure to request assistance in this regard will mean that you accept that the hearing will proceed without a representative.

You may call witnesses to testify on your behalf and you will be granted the opportunity to cross-examine witnesses called by the company.

Should you not attend, the disciplinary enquiry will proceed in your absence on the scheduled date or any subsequent date due to postponement, unless otherwise agreed to in writing.

Should you require any further information please do not hesitate to contact _____

Yours faithfully

(Managers Name)
(Designation)
(BU)
(Department)
(Division)

I, _____ acknowledge receipt of this notification on _____
(date) at _____ (time).

Signature: _____

I confirm that I have been advised of the following:

1. I am entitled to be assisted at the disciplinary inquiry by a fellow employee only. No outside representation will be allowed.
2. I am entitled to have an interpreter, if requested.
3. I am entitled to have the opportunity to confer with my representative at reasonable times before, during and after the inquiry.
4. I am entitled personally, or through my representative, to question the complainant and witnesses during the inquiry.
5. I am entitled to furnish evidence and to argue on the question of whether the misconduct occurred.
6. I am entitled to furnish evidence and to argue in mitigation of disciplinary action.
7. I have been advised that I may call upon witnesses during the inquiry. The names of the witnesses must be given to management within reasonable time in order to ensure the availability of such witnesses
8. I have been advised that should I refuse/fail to attend the inquiry, the inquiry may be held in my absence.
9. I have been advised that I am entitled to lodge an appeal against the decision of the Disciplinary Inquiry within three working days of the decision. The appeal must be lodged with the Chairperson of the disciplinary inquiry 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 inquiry. Any appeal will be heard as soon as possible of such notice being given.

SIGNATURE OF EMPLOYEE
(Employee refused to sign Yes/No)

WITNESS

DATE: _____