

TO BE ISSUED ON THE COMPANY LETTERHEAD

Notice to attend a Disciplinary Hearing

Date:

To: _____ **(Employee's name)**

You are required to attend a Disciplinary Hearing in order to respond to the following allegations:

- 1.
- 2.
- 3.

(Attach Annexure if more space required)

Details of hearing:

Venue:

Date:

Time:

Chairperson:

Employee's rights:

1. You are entitled to be assisted or accompanied by a fellow employee. Assistance by a trade union representative (shop steward) only applies if a registered trade union has been granted organisational rights to have elected shop stewards for this purpose. A trade union representative who does not satisfy this criterion may only assist you if s/he is a fellow employee.
2. It is your duty to make arrangements for such representation if it is required.
3. If you wish to arrange for the release of your representative to attend the hearing, please notify management at least 24 hours before the time of the hearing.
4. The hearing will be held in English. Should you not understand English well and require an interpreter, please inform management thereof at least 24 hours before the hearing so that the necessary arrangements may be made.
5. You have the right to respond to the allegations and to call witnesses to give evidence on your behalf.
6. It is your duty to make arrangements for any witnesses required to be present at the hearing. If you require assistance in this regard you should notify management not later than 24 hours before the hearing.
7. You have the right to question any person giving evidence for the employer.
8. You have the right to bring any relevant documentary evidence that may assist you in the hearing.

Note that if you do not attend the hearing without providing a reasonable explanation, the employer will be entitled to proceed with the hearing in your absence.

Signed: _____

Title: MANAGER / COMPANY REPRESENTATIVE (insert appropriate designation)

Kindly confirm that you have received this notice by signing below **(this will not constitute an admission to the allegations made against you):**

I, the undersigned _____ (employee's name and surname),
acknowledge receipt of this notice.

Signature

Date and time

Place

In the event that the employee refuses to sign receipt of this document:

I, the undersigned _____ (witness's name), hereby confirm that I have
witnessed a copy of this notice being handed to the employee named above.

Signature

Date and time

Place