



NOTICE TO APPEAR FOR DISCIPLINARY HEARING

To:

Dear

DISCIPLINARY ENQUIRY

1. You are required to attend a disciplinary enquiry on (date) at (time) at the (place);
2. The allegations against you are:
 - 2.1
 - 2.2
 - 2.3
3. You have the right: *(employee's rights to be read by the person serving the notice)*
 - 3.1 to a formal enquiry;
 - 3.2 to be present at the enquiry;
 - 3.3 to be given time to prepare your case;
 - 3.4 to be given advance warning of the charges;
 - 3.5 to be advised of the allegations and charges;
 - 3.6 to be represented or assisted at the hearing by one person;
 - 3.7 to ask questions of any evidence produced or of statements by witnesses;
 - 3.8 to call witnesses to testify on your behalf. Are your witnesses available?
 - 3.9 to use an interpreter. You may request another person to act as interpreter. Do you need an interpreter?
Y / N
 - 3.10 to appeal within five working days against any penalty which may be imposed and conveyed to you.
4. It is your responsibility to arrange for your witnesses and representation and to ensure that they attend the enquiry. An interpreter will be arranged for you if you so require, provided the **Chairman** is advised of your need for an interpreter **at least 2 (two) working days before** the date of the enquiry.
5. Should you fail to attend the enquiry without valid reason, or you obstruct the progress of the proceedings the Chairman has the discretion to proceed in your absence, to make a finding, and impose a penalty, including that of summary dismissal/suspension.

Yours faithfully

CHAIRPERSON



NOTICE TO ATTEND A DISCIPLINARY ENQUIRY ACKNOWLEDGEMENT

I, _____ hereby acknowledge receipt of this notice and confirm that the contents and implications of **paragraph 1 – 4** hereof have been fully explained to me and I understand it.

Signature: _____

Date: _____

Delete what is not applicable: **Refused to sign**

Signed

Signature of Management: _____

Date: _____