

- ✔ SOUND ADVICE
- ✔ FAIR LABOUR PRACTICE

### NOTICE OF SUSPENSION

COMPANY NAME:	
EMPLOYEE NAME AND SURNAME:	
EMPLOYEE CODE:	
DATE:	

You are hereby suspended pending a disciplinary investigation.

Please note:

1. You are hereby suspended on full remuneration;
2. You are not required to report for duty until instructed to do so by management;
3. Should it be required for whatever reason, you must avail yourself on short notice and/ or on request of your superior;
4. Unless written permission has been granted, you are forbidden to make contact with fellow employees;
5. You remain an employee for the duration of the suspension;
6. You have been suspended pending the outcome of a disciplinary investigation;
7. You may be charged and required to attend a disciplinary hearing following the outcome of the investigation;
8. You may not contact any client and/ or supplier without permission from management;
9. All business related calls to must be directed to \_\_\_\_\_ for the duration of your suspension;
10. The Company must be able to reach you on the contact number as provided herein below;



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EMPLOYEE CONTACT NUMBER: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_

**REASON FOR SUSPENSION: MARK WITH X WHERE APPLICABLE:**

Due to the seriousness of alleged offence, employee is likely to:

- 1. interfere with witness(es)
- 2. tamper with evidence
- 3. retaliate against colleagues
- 4. sabotage activities of the Company
- 5. repeating allege offence

**Additional comments Employer**

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**Employee comments**

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EMPLOYEE SIGNATURE		DATE:
EMPLOYER SIGNATURE		DATE:
WITNESS SIGNATURE		DATE: