

- ✔ SOUND ADVICE
- ✔ FAIR LABOUR PRACTICE

NOTICE TO ATTEND A DISCIPLINARY ENQUIRY	
COMPANY NAME:	
EMPLOYEE NAME AND SURNAME:	
EMPLOYEE CODE:	
DATE:	
CHARGES: {AS PER SANCTION GUIDELINE OR DISCIPLINARY CODE} and TRANSGRESSION: {Short summary of what transpired (WHO,WHAT, WHEN, WHERE) scenario}:	
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You are hereby notified to attend a disciplinary enquiry on:

DATE:	
TIME:	
VENUE:	

EMPLOYEE RIGHTS: {ENSURE THAT EMPLOYEE UNDERSTAND HIS/ HER RIGHTS}

1. The right to prepare for the hearing- I understand I must request relevant evidence prior to the enquiry;
2. The right to a representative only by a fellow employee- I understand I must arrange my own representative;
3. The right to call and/ or cross question witnesses;
4. The right to an interpreter- I understand I must arrange my own interpreter;
5. The right to state your case;
6. The right to receive an outcome of the disciplinary inquiry;
7. Should the employee not be satisfied with the outcome, he/she has the right to refer a dispute to the CCMA or relevant Bargaining Council within 30 days.



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NB!!! SHOULD YOU FAIL TO ATTEND THIS HEARING WITHOUT A VALID REASON; THE HEARING WILL CONTINUE IN YOUR ABSENCE. IT WILL THUS BE DEEMED THAT YOU WAIVED YOUR RIGHT TO STATE YOUR CASE OR GIVE ARGUMENT IN YOUR DEFENSE.

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