

ANNEXURE 2

NOTICE TO ATTEND A DISCIPLINARY HEARING

TO: _____

1. A formal disciplinary complaint has been laid against you. The complaint(s) is/are as follows:

2. You are hereby informed that you are required to attend a disciplinary hearing:

- a. Place of enquiry; _____
- b. Date of enquiry; _____
- c. Time of enquiry; _____

3. The enquiry will be presided over by _____

4. Kindly note that you may be represented by a fellow employee or union representative at the enquiry, and, if required, make use of a translator. You may call witnesses and you have the right to cross-examine the company's witnesses.

Complainant

Date

Acknowledgement of Receipt

Date & Time