

**ANNEXURE 7 - Notification of A Disciplinary Action**

<b><u>Name:</u></b>	<b><u>Sal Ref no:</u></b>
<b><u>Department:</u></b>	

**You are hereby notified to attend a FORMAL ENQUIRY concerning the following allegation(s):**


**THE ENQUIRY WILL BE HELD ON**

<b>DATE:</b>	<b>TIME:</b>	<b>VENUE:</b>
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**You are hereby instructed to be present.**

**You are notified of the following rights which you may exercise:**

1. You may be represented by an employee/shop steward of your choice.
2. You may bring any witnesses or evidence to substantiate your evidence in the enquiry.
3. You or your representative may cross question evidence/witnesses and have access to all statements presented at the enquiry.
4. You may caucus with your representative during the enquiry.
5. You may submit a representation/appeal against the findings of the enquiry.

**Please use the time before the enquiry to discuss this notice with your representative/shop steward/HR if you so wish.**

<b><u>EMPLOYEE SIGNATURE:</u></b>	<b><u>DATE:</u></b>	<b><u>TIME:</u></b>
<b><u>SUPERVISOR:</u></b>	<b><u>DATE:</u></b>	<b><u>TIME:</u></b>
<b><u>WITNESS:</u></b>	<b><u>DATE:</u></b>	<b><u>TIME:</u></b>