

ANNEXURE 8 Disciplinary Hearing Notes

(Witness's signature only required when employee refuses to sign)

<u>Name:</u>	<u>Sal Ref no:</u>
<u>Department:</u>	<u>Date:</u> <u>Time:</u>
<u>Chairperson:</u>	<u>Management Representative</u> <u>(initiator):</u>
<u>Shop steward/representative:</u>	<u>Labour Relations Representative:</u>

<u>CHECKLIST</u>	YES/NO
Employee received adequate notification of enquiry	_____
Employee is aware of allegation(s) against him/her	_____
Confirm rights in terms of notification	_____

<u>ALLEGED BREACH (Nature, Date, Time)</u>

<u>SUMMARY OF CIRCUMSTANCES</u>
(To be completed by Labour Relations consultant or chairman attending enquiry)
(Attach all notes and statements to the summary)

<u>EMPLOYEE'S EXPLANATION:</u>

MITIGATING/ AGGRAVATING CIRCUMSTANCES:

SANCTION:

EMPLOYEE SIGNATURE:	DATE:	TIME:
SUPERVISOR:	DATE:	TIME:
WITNESS:	DATE:	TIME: