

# Notice to attend a disciplinary hearing

Employee name: \_\_\_\_\_

Kindly take note that a hearing will be held to investigate the alleged offence/s as detailed below:

Nature of complaint:

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Complainant: \_\_\_\_\_

Chairperson : \_\_\_\_\_

The hearing will be held on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

I confirm that I have been advised of the following:

I am entitled to be assisted at the disciplinary hearing by a fellow employee only. No outside representation will be allowed.

I am entitled to have an interpreter, if required.

I am entitled to have the opportunity to confer with my representative at reasonable times before, during and after the inquiry.

I am entitled personally, or through my representative, to question the complainant and witnesses during the inquiry.

I am entitled to furnish evidence and to argue on the question of whether the misconduct occurred.

I am entitled to furnish evidence and to argue in mitigation of disciplinary action.

I have been advised that should I refuse/fail to attend the inquiry, the hearing may be held in my absence.

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Signature of witness

.....

Signature of employee  
(employee refused to sign yes/no)

Date: .....

Should the employee refuse to sign, the witness must sign attesting to the fact that the notice was properly issued and explained.