


<b>COMPANY NAME:</b> <hr/> <hr/> <hr/>	<h1 style="text-align: center;">Notice of Disciplinary Hearing</h1>	Prepared By:	Prepared by: <i>(Name and Surname)</i>
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**COMPANY NAME:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**EMPLOYEE NUMBER (if applicable):** \_\_\_\_\_

**DATE OF NOTICE:** \_\_\_\_\_

**You are required to attend a Disciplinary Hearing in order to respond to the following allegations:**

(Specify the alleged rule(s) which have been contravened / broken and thereafter give a specific explanation with time, date(s) and place(s) and other specified information, in respect of the alleged breach of the rule, to allow the employee to properly be able to prepare for this disciplinary enquiry / hearing)

1. Rule: \_\_\_\_\_  
Specifics: \_\_\_\_\_  
\_\_\_\_\_
  
2. Rule: \_\_\_\_\_  
Specifics: \_\_\_\_\_  
\_\_\_\_\_
  
3. Rule: \_\_\_\_\_  
Specifics: \_\_\_\_\_  
\_\_\_\_\_

**(Attach an Annexure in a similar format, if more charges are to be levelled against the employee)**

**Details of hearing:**

Venue: \_\_\_\_\_

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

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

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

**Employee's rights:**

1. You are entitled to be represented, assisted or accompanied by a fellow employee. Representation by a trade union representative (shop steward) only applies if a registered trade union has been granted organisational rights to have elected shop stewards for this purpose. A trade union representative, who does not satisfy this criterion may only represent you if s/he is a fellow employee. **It is your duty to make arrangements for such representation if it is required.**
2. If you wish to arrange for the release of your representative to attend the hearing, please notify management at least 24 hours before the time of the hearing.
3. The hearing will be held in English. Should you not understand English well and require an interpreter, please inform management thereof at least 24 hours before the hearing so that the necessary arrangements may be made.
4. You have the right to respond and present your version, to the allegations and to call witnesses to give evidence on your behalf.
5. It is your duty to make arrangements for any witnesses required to be present at the hearing.
6. If you require witnesses to be made available for this hearing, you should notify management not later than 24 hours before the hearing.
7. You have the right to cross-question any person giving evidence for the employer.
8. You have the right to bring any relevant documentary evidence, recordings or video material that may assist you in the hearing. If you believe the employer is in possession of same evidence, you must apply for it to be made available no less than 24 hours before the hearing.

**Note that if you do not attend the hearing without providing a reasonable explanation, the employer will be entitled to proceed with the hearing in your absence.**

Signed: \_\_\_\_\_

Title: MANAGER / COMPANY REPRESENTATIVE (insert appropriate designation)

Kindly confirm that you have received this notice by signing below **(this will not constitute an admission to the allegations made against you):**

I, the undersigned \_\_\_\_\_ (employee's name and surname), acknowledge receipt of this notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and time

\_\_\_\_\_  
Place

**In the event that the employee refuses to sign receipt of this document:**

I, the undersigned \_\_\_\_\_ (witness's name), hereby confirm that I have witnessed a copy of this notice being handed to the employee named above.

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Signature

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Date and time

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Place