

DISCIPLINARY FORM (A)

EMPLOYEE NAME :.....

JOB TITLE :..... **DATE:**.....

REPRIMAND NOTE

REASON FOR REPRIMAND

.....

.....

.....

.....

.....

EMPLOYEE'S COMMENTS:

.....

.....

.....

.....

EMPLOYEE'S SIGNATURE

MANAGER'S SIGNATURE

Notice to Employees:

1. Take note that repetition of the above conduct could lead to written warning.
2. This reprimand will form Part of your employment record and will be taken into account in any further disciplinary proceedings.

DISCIPLINARY FORM (C)

EMPLOYEE

NAME:

JOB TITLE:.....

DATE:

FINAL WARNING

NATURE OF OFFENCE/COMPLAINT:

.....
.....
.....

EVIDENCE RELIED ON BY THE FIRM

.....
.....
.....

EMPLOYEE'S VERSION (AND EVIDENCE):

.....
.....
.....

DECISION AND REASONS:

.....
.....
.....
.....
.....
.....

EMPLOYEE'S SIGNATURE

MANAGER'S SIGNATURE

Notice to Employees:

1. This final warning shall remain in force for a period of 6 months from today.
2. Repetition of this offence or any other offence for which you receive a final warning could lead to your dismissal.
3. This final warning will form part of your employment record and may be taken into account at any future disciplinary proceedings.
4. You have 7 days to appeal against this final warning.

DISCIPLINARY FORM (D)

EMPLOYEE NAME:

JOB TITLE:

DATE:

1. Please note that you are required to attend an enquiry into your conduct

Date: *Time:*

Place:

2. Nature of the charge(s) offence(s)

.....
.....
.....
.....

3. Details of the alleged of offence (s) / charge (s):

.....
.....
.....
.....

4. You have the right without fear of victimisation to:

- 4.1 the assistance of a fellow employee of your choice to help you present your case;
- 4.2 call witnesses and produce evidence in support of your case;
- 4.3 an interpreter, should you feel you may not fully understand what is said at the enquiry;
- 4.4 lead evidence in mitigation if you are found to have committed the offence.

5. You are/are not suspended on full pay until the date of the enquiry.

6. If you

- 6.1 require more time to prepare
- 6.2 require an interpreter;
- 6.3 have any queries of any nature whatsoever please contact me urgently.

SIGNATURE MANAGER

Original received on20.. (date), at.....(time).

SIGNATURE EMPLOYEE