

NOTICE OF DISCIPLINARY ENQUIRY

Employee Name	<input type="text"/>													
ID/ Passport	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													
Department	<input type="text"/>													
Date	<input type="text"/>													

Dear _____

We regret to inform you that you are required to attend a disciplinary enquiry due to the following allegation(s) of misconduct:

Description of the Alleged Misconduct:

Hearing Details:

Date	<input type="text"/>
Time	<input type="text"/>
Venue	<input type="text"/>

Your Rights:

- **Adequate Time to Prepare:** You will be given sufficient time to prepare for the enquiry. You are hereby notified _____ days in advance to ensure you have adequate time to gather evidence, prepare your defence, or consult with representatives.
- **Representation:** You have the right to be accompanied by and represented by either a fellow employee or a trade union representative. Please confirm your choice of representative by _____.
- **Access to Evidence:** You are entitled to access all evidence that will be used against you during the enquiry. Please contact _____ to arrange a time to review this evidence.
- **Right to Present Evidence and Testify:** You may present your own evidence, including documents, and call witnesses in your defence. You also have the right to testify on your own behalf.



- **Right to an Interpreter:** Should you require an interpreter due to language or hearing impairments, one will be provided. Please notify us by _____ to arrange this service.
- **Right to Cross-Examine:** You, or your representative, have the right to cross-examine any witnesses presented by the employer.
- **Right to a Fair Hearing:** The enquiry will be conducted in a manner that ensures procedural fairness, including an impartial chairperson, the right to be heard, and an unbiased decision-making process.
- **Confidentiality:** The proceedings will be treated with confidentiality, and all involved parties are expected to maintain discretion.

Possible Outcomes:

- If the allegations are upheld, disciplinary action may range from a written warning to dismissal, depending on the severity of the misconduct.

Acknowledgement of Receipt:

- **Employee's Acknowledgment:** I acknowledge receipt of this notice and understand the contents therein.

Signature: _____

Date: _____

- **In case of Refusal to Acknowledge:**

If the employee refuses to acknowledge receipt, the following witness will confirm that the notice was received:

Witness's Name: _____

Witness's Signature: _____

Date: _____

This template is designed to be comprehensive yet concise, to inform the employee of their rights, and to adhere to the procedural fairness required by South African labour practices. This template should be adjusted based on the specifics of each case and legal advice is recommended