

Minutes of Disciplinary Hearing

Date of Hearing: *(Insert Date)*

Time: *(Insert Time)*

Venue: *(Insert Venue)*

Present:

- Chairperson** *(Insert Name)*
- Employer (Initiator)** *(Insert Name)*
- Employee (Accused)** *(Insert Name)*
- Employee's Representative:** *(Insert Name and affiliation e.g. Union Rep)*

1. Introduction(Chairperson introduces him-/herself and attends to following)

- Explain the Protocol and Procedures to attendee's**
- Did the Employee received sufficient Notice of the Disciplinary Enquiry?**
- Did the Employee receive sufficient time to prepare for the matter?**
- Establish whether an interpreter is required or not.**

2. Charges (Read out the charges to the Employee and determine plead)

Charge 1:

- Employee Pleads Guilty**
- Employee Pleads Not Guilty**

Charge 2:

- Employee Pleads Guilty**
- Employee Pleads Not Guilty**

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