**NOTICE OF A DISCIPLINARY HEARING**

[DATE]

[EMPLOYEE NAME]

[DEPARTMENT]

**NOTICE OF A DISCIPLINARY HEARING**

Notice is hereby given that an allegation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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has been brought against you and that a disciplinary hearing will be held.

**Details of Hearing:**

[DATE]

(48 hrs notice)

[TIME]

[VENUE]

**Details of the allegation: (Give exact information with regard to the incident, date, time etc.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**At the disciplinary hearing you are entitled to the following rights**:

* You have the right to be represented/assisted by a fellow employee and/or an employee representative of your choice and who is available on the date given.

* You have the right to give evidence and make representations.

* You have the right to call and cross-examine witnesses.

[NAME OF CHAIRMAN OF MEETING] has been elected to chair the hearing.  Should you object to [NAME OF CHAIRMAN]  chairing this hearing, please do so in writing before  [Date].  This objection will only be considered if explicit and valid reasons are given.

Should you fail to attend this hearing, the hearing will continue and a decision may be made in

your absence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Manager**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge receipt of this

notice of the disciplinary hearing to be held and understand my rights as stated above.

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

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

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