### MINUTES OF A DISCIPLINARY HEARING

<table>
<thead>
<tr>
<th></th>
<th>Names of those present</th>
<th>Role in the Hearing</th>
<th>Position in the Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. (a) Company’s witnesses
   - [ ]
   - [ ]
   - [ ]

   (b) Employee’s witnesses
   - [ ]
   - [ ]
   - [ ]

3. Is an interpreter required?  YES [ ]  NO [ ]

4. Interpreter’s name

5. Did the employee receive a notice of Disciplinary Enquiry Form?  YES [ ]  NO [ ]

6. Has the employee had at least 48 hours to prepare for this case?  YES [ ]  NO [ ]

7. Does the employee require a representative?  YES [ ]  NO [ ]

8. Representative’s name

9. Representative’s position

10. Did the employee have access to all relevant documentation?  YES [ ]  NO [ ]

11. The charge(s) against the employee is/are:
   - [ ]
   - [ ]
   - [ ]
   - [ ]

12. Establish the plea of the employee  GUILTY [ ]  NOT GUILTY [ ]
   If guilty, does the employee understand the charge?  YES [ ]  NO [ ]
<table>
<thead>
<tr>
<th>13.</th>
<th>MINUTES OF HEARING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADD ADDITIONAL PAGES IF REQUIRED
14. ADJOURN TO DETERMINE FINDING

<table>
<thead>
<tr>
<th></th>
<th>Did you consider all facts and circumstances?</th>
<th>YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Did you consider reliability of evidence?</td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>(b)</td>
<td>Was a decision reached on balance of probability to determine guilt?</td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>(d)</td>
<td>Decision made:</td>
<td>GUILTY ☐ NOT GUILTY ☐</td>
</tr>
</tbody>
</table>

15. RECONVENE THE HEARING

16. Inform the employee of the finding and record the reasons for your decision.

17. Reasons for your decision:

18. * IF GUILTY, COMPLETE PROCEDURE AND SECTIONS 17 - 25

19. Ask for and record mitigating circumstances from the guilty party:

20. Ask for and record aggravating circumstances from the initiator:

21. ADJOURN TO CONSIDER THE ACTION TO BE TAKEN

22. Ensure that you record and consider the following:

23. The severity of the case:

24. The length of service:

25. Previous disciplinary record:

26. Other migrating/aggravating circumstances:
### RECONVENE THE HEARING

20. Inform the employee of the disciplinary action being issued and the reasons for this action:

   (a) Disciplinary action issued:

   (b) Reasons for issuing this action:

21. In the case of a Warning (Recorded Verbal, Written or Final Written):

   (a) Inform the employee of the correct behaviour.

   (b) Hand over the completed Disciplinary Action Form, duly signed.

22. In the case of a dismissal:

   1. Hand over the completed and signed Disciplinary Action Form.

   *Ensure that the following documents are immediately sent to your Salaries Department via the Manager:*

   2. The Disciplinary Hearing Minutes and Documents.

   **NOTE:** *A copy of these documents are to be kept at place of work level and the original copy is to be sent to the Human Resources Manager.*

23. Has the Appeal Procedure been explained to the employee? **YES □ NO □**

24. Does the employee wish to appeal? **YES □ NO □**

25. Signatures:

   Chairperson ___________________________ Employee ___________________________

   Minutes Secretary ___________________________ Representative ___________________________

   _______________________________________________________________________

   _______________________________________________________________________

   Date

**TAKE NOTE:**

The employee has the right to request a copy of these documents, in which case the Chairperson should provide him/her with Photostat copies.