**DISCIPLINARY HEARING FORM**

1. NAME AND JOB TITLE OF EMPLOYEE:

…………………………………………………………………………………….…………..

1. NAME AND JOB TITLE OF PERSON BRINGING CHARGES:

…………………………………………………………………………………………………

1. NAME OF CHAIRPERSON AND OTHER HEARING PANEL MEMBERS (IF ANY):

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. SUMMARY OF ALLEGATIONS AGAINST EMPLOYEE: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. DATE AND TIME WHICH THE EMPLOYEE WAS INFORMED OF THE HEARING:

…………………………………………………………

1. DATE AND TIME OF HEARING:

…………………………………………………………

1. VENUE: ………………………………………………………………………………………

PERSONS PRESENT AT HEARING (EXCLUDING WITNESSES) AND THEIR DESIGNATIONS:

1. EMPLOYEE DOES/DOES NOT WISH TO HAVE A REPRESENTATIVE PRESENT: …
2. NAME OF REPRESENTATIVE: ……………………………………………………………
3. EMPLOYES DOES/DOES NOT WISH TO HAVE AN INTERPRETER: …………………
4. NAME OF INTERPRETER: ENGLISH LANGUAGE
5. BRIEF SUMMARY OF EMPLOYEE’S RESPONSE TO ALLEGATIONS:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. SUMMARY OF EVIDENCE, MAIN POINTS OF EVIDENCE (NAMES AND DESIGNATIONS OF WITNESSES GIVING THE EVIDENCE):

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. CHAIRPERSON’S FINDINGS BASED ON THE EVIDENCE PRESENTED: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. RELEVANT FACTORS TO BE TAKEN INTO ACCOUNT IN DECIDING ON THE APPROPRIATE PENALTY: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
3. THE OUTCOME OF HEARING (RECOMMENDATIONS OF THE HEARING PANEL): ……………………………………………………………………………………………………………………………………………………………………………………………………
4. RIGHT TO APPEAL EXPLAINED: ……………………………………………………………………………………………………………………………………………..………………………………………….……………………………………………..………………………………………….

CHAIRPERSON’S SIGNATURE: ………………………………………………………

SIGNATURE OF THE PERSON BRINGING THE CHARGES: ………………………………

DATE: ………………………………………………………………………………………

EMPLOYEE’S SIGNATURE: ………………………………………………………………

DATE: ………………………………………………………………………………………

EMPLOYEE’S REPRESENTATIVE’S SIGNATURE………………………………………

DATE: ………………………………………………………………………………………