

30 April 2015

WARNING FORM

C NUMBER: _____

EMPLOYEE NAME: _____

DATE: _____

JOB TITLE: _____

DEPARTMENT: _____

Charge 1 _____

Charge 2 _____

PREVIOUS DISCIPLINARY RECORD: *(Check with HR)*

Date of previous action taken	Type of action (written warning, final warning etc.)	Expiry date	Reason for disciplinary action (absence, lateness, etc.)

SANCTION / PENALTY ISSUED:

- Verbal Warning
- Written Warning
- Severe Written Warning
- Final Written Warning

WARNING VALID FOR:

- 3 Months 6 Months 9 Months 12 Months

The reasons for deciding on this sanction is as follows:

Please take note that you have the right to appeal against the findings of the disciplinary hearing. If you decide to appeal, your grounds for appeal must be lodged within five (5) working days from the date on which the findings were first made known to you. Please lodge your appeal with the Human Resources Department.

Signature of the Manager issuing warning

Date

Signature of the Employee

Date

Signature of the Employee's Representative

Date



OYAMA

CLEANING AND SECURITY SERVICES

TEL +27 87 820 4675

CELL +27 79 865 5946

FAX +27 21 380 4590

EMAIL antonette@ipeople.co.za

ADDRESS 295 C/O Staal & Research Roads, Pretoria West, South Africa