

This form is to be completed by an Employee who wishes to have a review against the disciplinary action taken against him / her at the Disciplinary Hearing if such a disciplinary action was a final written warning, suspension without pay or summary dismissal. This form may be submitted to the person who chaired the Disciplinary Hearings and prescribed the disciplinary action or to an external industrial relations specialist. This decision will be made by the Human Resources Manager. This form must also be submitted to his / her manager.

Employee Details

Surname

First names

Job title

Branch

Manager's Details

Surname

First names

Job title

Branch

Penalty imposed

Date on which penalty was imposed

Name of person who imposed the penalty

Job title of person who imposed the penalty

REASONS FOR REVIEW

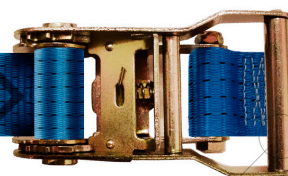
State on what grounds you wish to have a review, e.g. lack of jurisdiction, procedural irregularity, or new evidence:

- ☐ The finding/s
- ☐ The penalty handed down

Where I was accused of:



GRINDROD PAPER WORK



tightening up the detail

I intend to challenge:

- The procedural fairness (the way in which the Disciplinary Hearing was conducted)
- The substantive fairness (the finding was based on insufficient proof, the penalty was too harsh relative to the offense)
- New evidence (evidence that was not available at the time of the original Disciplinary Hearing)

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I understand that I now carry the burden of proving my case on review.

I acknowledge that I have received the reasons, in writing, for the finding/s and the penalty taken against me.

I do, however, wish to have a review against the finding/s for the following reasons:

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Signed at on the day of 20

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Employee's signature

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Manager's signature

Witnesses

1. 2.

