

WEST RAND DISTRICT MUNICIPALITY



DISCIPLINARY HEARING FORM FOR WRITTEN WARNINGS

A.	GENERAL PARTICULARS (MANAGEMENT SERVICES)	
Date	of hearing: Name of complainant	
Nam	e of accused: Pay number:	
Nam	e of chairperson:	
Expla	anation of the complaint (Time/Date/Place/Full details)	
В.	QUESTIONS PUT TO ACCUSED (CHAIRPERSON)	
1.	Do you want an interpreter?	Yes No
2.	Do you understand the complaint against you? (If not explained)	Yes No
3.	Do you want to call any witnesses?	Yes No
4.	Do you want a representative?	Yes No
5.	Have you been notified of the date of the hearing?	Yes No
6.	What do you plea on the charge?	uilty Not guilty
SIGN	NATURE (Accused) Date	
C.	BRIEF STATEMENT OF COMPLAINANT	

<u>ASF</u>	ASPECTS WHICH MUST BE TAKEN INTO ACCOUNT					
1.	Years of service:					
2.	Previous offence	1		Date		
		2		Date		
		3		Date		
3.	Production output:					
4.	Other:					
DIS	DISCIPLINARY ACTION					
1.	Findings of the committ	tee:				
	Accused is find:		Guilty	Not Guilty		
2.	Disciplinary action take	en:				
3.	Appeal against finding:		Yes	No		
son	:					
irperso	n:					
secutor	:					
		1				
cused:						
		_				
nments	by Human Resources:					