



I confirm that I have been advised of the following:

- 1 I am entitled to be assisted at the disciplinary inquiry by a fellow employee only. No outside representation will be allowed.
- 2 I am entitled to have an interpreter, if requested.
- 3 I am entitled to have the opportunity to confer with my representative at reasonable times before, during and after the inquiry.
- 4 I am entitled personally, or through my representative, to question the complainant and witnesses during the inquiry.
- 5 I am entitled to furnish evidence and to argue on the question of whether the misconduct occurred.
- 6 I am entitled to furnish evidence and to argue in mitigation of disciplinary action.
- 7 I have been advised that I may call upon witnesses during the inquiry. The names of the witnesses must be given to management within reasonable time in order to ensure the availability of such witnesses.
- 8 I have been advised that should I refuse/fail to attend the inquiry, the inquiry may be held in my absence.
- 9 I have been advised that I am entitled to lodge an appeal against the decision of the Disciplinary Inquiry within three working days of the decision. The appeal must be lodged with the chairperson of the disciplinary enquiry and must motivate fully the grounds of such appeal and whether such appeal is in respect of the decision and/or sentence of the disciplinary inquiry. Any appeal will be heard as soon as possible of such notice being given.

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**  
(Employee refused to sign Yes/No)

\_\_\_\_\_  
**WITNESS**

**DATE:** \_\_\_\_\_ **TIME** \_\_\_\_\_.