



You are entitled to:

- ❖ be represented by a fellow employee, or a shop steward. No outside representation should be permitted;
- ❖ submit evidence which you may deem material to the investigation;
- ❖ an interpreter, if you require one;
- ❖ access to documentation which is relevant to this matter.

**ISSUED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(If the employee refuses to sign acceptance of this notice, a witness who saw it being handed to him / her, should sign.)