



RK Corporate Consulting (Pty) Ltd

Registration Number: 2025/117006/07

Address: 1221 Embankment Road
Zwartkop x7
Centurion
0157

Phone: 060 134 8831

Email: rozanne@rkcc.co.za |
will@rkcc.co.za

Date: _____

Mr / Ms _____

Business Site/Place of work: _____

Dear _____

Notification to attend a Disciplinary Hearing

You are herewith given notice to attend a Disciplinary Hearing with the following allegation/s being leveled against you:

1. _____
2. _____
3. _____

The Hearing will take place as follows:

DATE: _____

Chief Executive Officer: Rozanne van Heerden
Chief Operations Officer: Wilhelm Kuhn



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TIME: _____

VENUE: _____

CHAIRPERSON: _____

The following are rights that are available to you:

1. You are entitled to be assisted or accompanied by a fellow employee. Assistance by a trade union representative (shop steward) only applies if a registered trade union has been granted organisational rights to have elected shop stewards for this purpose. A trade union representative who does not satisfy this criterion may only assist you if s/he is a fellow employee.
 2. It is your duty to make arrangements for such representation if it is required.
 3. If you wish to arrange for the release of your representative to attend the hearing, please notify management at least 24 hours before the time of the hearing.
 4. The hearing will be held in English. You are entitled to have an interpreter. Please inform management at least 24 hours before the hearing if you require an interpreter so that this may be arranged.
 5. You are entitled to adequate time to prepare for the hearing.
 6. You have the right to listen to the evidence of the witnesses of the employer and to question them.
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7. You have a right to respond to the allegations levelled against you and to call witnesses to give evidence on your behalf.
 8. It is your duty to make arrangements for any witnesses required to be present at the hearing. If you require assistance in this regard you should notify management not later than 24 hours before the hearing.
 9. You have the right to state mitigating factors as well as listen to the employer's aggravating circumstances if found guilty on the charges.
 10. You have a right to be informed about the outcome of your disciplinary enquiry.

Note that if you do not attend the hearing without providing a reasonable explanation, the employer will be entitled to proceed with the hearing in your absence.

If you require the Disciplinary Hearing to be **postponed**, such a substantiated request must be made to the Chairperson of the Hearing. In the event of your unavailability to attend the hearing, due to sickness / ill health, a copy of the medical certificate booking you off sick should be submitted to HR immediately after being booked off-sick.

Management representative:

Signed: _____

Chief Executive Officer: Rozanne van Heerden
Chief Operations Officer: Wilhelm Kuhn



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Title:

Kindly confirm that you have received this notice by signing below:

I, the undersigned _____ (**employee's name and surname**), acknowledge receipt of this notice.

_____	_____	_____
Signature	Date and time	Place

In the event of the employee refusing to sign:

I, the undersigned _____, hereby confirm that I have
witnessed a copy of this notice being handed to _____. The
charges and rights of the employee were explained to him or her.

_____	_____	_____
Signature	Date and time	Place

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🌐 Visit: www.rkcc.co.za

📺 Follow us on Facebook: <https://www.facebook.com/profile.php?id=61572572114476>

Navigating Compliance with Confidence



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Chief Operations Officer: Wilhelm Kuhn