



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

RECORD OF DISCIPLINARY SANCTION

Date: _____

Employee name: _____

Offence: _____

As an employee, you are required to adhere to the rules and procedures set by your employer, and to exhibit conduct which is acceptable and appropriate and in accordance with your contract of employment.

For A Recorded Reprimand (Verbal Warning) and Written Warning, add:

You are hereby notified that a repeat of said conduct or conduct of a similar/related nature will result in further disciplinary action being taken against you.

You are reminded that should you wish to challenge the fairness of the disciplinary action that has been taken against you, you have the right to refer an unfair labour practice dispute to the CCMA within a period of 90 days from the date of receipt of this warning.

For a Final Written Warning, add:

You are hereby notified that a repeat of said conduct or conduct of a similar / related nature will result in further disciplinary action being taken against you wherein the possibility of dismissal exists.

You are reminded that should you wish to challenge the fairness of the disciplinary action that has been taken against you, you have the right to refer an unfair labour practice dispute to the CCMA within a period of 90 days from the date of receipt of this final written warning.

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

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Type of Sanction (tick appropriate box). This warning takes immediate effect:

Recorded Reprimand (Valid for 3 Months)	
Written warning (Valid for 6 Months)	
Final Written Warning (Valid for 12 Months)	
Suspension without pay (specify period / dates)	
Demotion (specify position to which demoted)	

MANAGEMENT REPRESENTATIVE:

Signed (name and title): _____

Date: _____

CONFIRMATION OF RECEIPT BY EMPLOYEE:

I the undersigned _____ (employee's name)
hereby acknowledge receipt of this warning / sanction. The warning has been read to me and
explained in my own language (where applicable).

Signed: _____ Date and time: _____ Place: _____

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



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IF EMPLOYEE REFUSES TO SIGN:

I, the undersigned _____ (witness's name)
hereby confirm that I witnessed this warning / sanction notification being handed to the
employee named above. The employee refused to sign the warning.

Signed: _____ Date and time: _____ Place: _____

✉ Contact us at rozanne@rkcc.co.za or will@rkcc.co.za

🌐 Visit: www.rkcc.co.za

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

Navigating Compliance with Confidence

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