

- 4.2.5 In the event of the Chairman's decision being a written warning the appropriate disciplinary form shall be prepared and the employee shall be requested to sign it after the contents have been explained to him. If the employee refuses to sign the written warning the issuer shall indicate this thereon and shall also, if possible, state the employee's reason for refusing to sign the form. The issuer shall furthermore obtain the signature of two witnesses on the form testifying that the employee has refused to sign and has been invited to lodge an appeal in accordance with clause 5. Where the warning was given in the presence of an employee representative, such person should also be requested to sign the form.
- 4.2.6 The employee, on request, shall be given a copy of the written warning by the issuer, and a copy shall be sent to the Personnel Department or Designated Manager for filing.
- 4.2.7 Should the employee deny that he either committed the offence or wish to challenge the fairness of the penalty, he should lodge an appeal in accordance with Clause 5.

## 5. Appeals

- 5.1 An employee or former employee who wishes to appeal against the exercise of disciplinary action against him, shall furnish to the Personnel Department or designated Manager within 3 days of the date of being informed of the disciplinary action to be taken against him, a notice of appeal in writing stating the nature and grounds of appeal. The notice of appeal shall be signed and dated by such employee or former employee.
- 5.2 The Personnel Department/designated Manager shall immediately thereafter inform the appropriate Manager of the appeal and the grounds therefor.
- 5.3 The appropriate Manager shall consider the appeal and may convene a hearing if he deems it necessary.
- 5.4 The appropriate Manager shall decide within 5 days of receiving the appeal whether the disciplinary action was fair and if not, shall take appropriate action.
- 5.5 He shall record his decision in writing and submit it for filing to the Personnel Department who shall inform the employee of the decision.
- 5.6 An appeal against disciplinary action imposed by a manager shall only be considered by a more senior manager.

ACB\*jb

1984.08.22