



**NOTICE OF DISCIPLINARY
HEARING
(Complete in Triplicate)**

MQ001-388 ISSUE B

Name Andrew Mohohoma

Employee No 215075

Department Supply Chain

Date 21 May 2020

1. You are hereby given notice that a disciplinary hearing will be held on Wednesday, 27 May 2020 @ 12h00 in Theresa's office.
2. The disciplinary hearing pertains to the following:
 - A16: Gross negligence** – this charge pertains to you receiving the wrong stock, inspecting it, labelling and releasing it as stock to Stores. It was issued by Stores; parts were built using this stock and the parts were shipped to the customer.
 - A15: Attempting to or causing the name of the Company to be brought into disrepute- this charge pertains to Aerosud** now has to recall all the parts which was made from the wrong stock which you released.
3. During the hearing:
 - 3.1 You will have the right to be represented by a fellow employee with the provision that such a person should not be in a position of conflicting interest. In the event of you being a shop steward, you have the right to be represented by a union representative.
 - 3.2 You will have the right to call witnesses. You are personally responsible for ensuring that your representative and witnesses are present at the investigation as well as any evidence that you would like to submit. You have the right to an interpreter. Should you wish to exercise any of the aforementioned rights you must inform me by 16h00 on Tuesday, 26 May 2020 via email theresac@aerosud.co.za
 - 3.3 You will be given the opportunity to cross-examine any witnesses, as appropriate.
4. The Disciplinary Committee will consist of:

CHAIRPERSON: TO BE ADVISED

GROUP HR MANAGER or his/her delegated person: THERESA CONSCIENCIA
5. You are hereby instructed to arrive punctually for the disciplinary hearing. Neglect to do so will be a breach of a legitimate and reasonable instruction and will be considered as serious misconduct.
6. You are requested to sign the copy of this letter, as acknowledgment of receipt and understanding of the content thereof.

DURAN MARAIS

RECEIVING MANAGER

21/05/2020

.....
MANAGEMENT REPRESENTATIVE

.....
DESIGNATION

.....
DATE

I,....., acknowledge receipt of the above and declare that I understand the contents thereof.

.....
SIGNATURE OF EMPLOYEE

.....
DATE