NOTIFICATION OF

OUTCOME OF DISCIPLINARY HEARING

(For Level 1 and Level 2 offences)

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| --- |
| STAFF MEMBER’s DETAILS |
| Surname |  | First name |  |
| Preferred name |  | Employee no |  |
| Job title |  | Department |  |
| Grade |  | Division/Faculty |  |
| DETAILS OF ALLEGED OFFENCE  |
| Date of final hearing associated with this process |  |
| Alleged charges: |
| YOU HAVE BEEN FOUND NOT GUILTY OF THESE CHARGES. |
| Reasons for this are: |
| AUTHORISATION |
| Name of person issuing this notification |  | Signature |  |
| Designation |  | Date |  |
| Signature of employee to acknowledge receipt of this notice |  | Date |  |
| OR if the employee refuses to sign or is unavailable to sign, then two witnesses need to sign |
| Witness name | Signature | Date |  |
| Witness name | Signature | Date  |  |
| COPIES within 2 working days of document being signed |
| **Date give to employee** |  | **Date sent to HR Generalist**  |  |