NOTIFICATION OF

OUTCOME OF DISCIPLINARY HEARING

(For Level 1 and Level 2 offences)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | |  |