

PRO-FORMA CHARGE SHEET

NAME: **EMPLOYEE NUMBER:**

DEPARTMENT: **DESIGNATION:**

1. You are hereby charged with the following acts of misconduct:
 - 1.1 ...
 - 1.2 ...
 - 1.3 ...
 - 1.4 ...
 - 1.5 ...

 2. Please take note that a departmental disciplinary enquiry/enquiry by a disciplinary tribunal will be held into the alleged misconduct -

on ... (date)
at ... (time)
venue ...

 3. Please take further note that ... will preside during the proceedings.
 4. You are reminded that you have, amongst others, the right -
 - 4.1 to be told the nature of the alleged misconduct;
 - 4.2 to have the enquiry take place timeously;
 - 4.3 to be given adequate notice prior to the enquiry;
 - 4.4 to representation;
 - 4.5 to call witnesses;
 - 4.6 to cross-examine the witnesses for the municipality;
 - 4.7 to an interpreter;
 - 4.8 to be heard on both your guilt/innocence as well as the appropriate sanction, if you are found guilty;
 - 4.9 to present evidence of mitigating circumstances, if you are found guilty;
 - 3.10 to be advised of the sanction imposed, if you are found guilty.

 5. You should inform your representative as well as your witnesses of the time and place of the enquiry. Please note that should either you or representative not present yourselves at the stated time on the stated date that the enquiry may proceed in your absence

 6. Should you require an interpreter, please inform the person indicated in par 7 accordingly ahead of the commencement of the enquiry.

 7. If you have any queries, you can contact at ...
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