

Wednesday, 19 September 2018

Nicholas Abboud  
2 Calida Crescent  
Hassall Grove, NSW, 2761  
By Email: [nicholasabboud03@gmail.com](mailto:nicholasabboud03@gmail.com)

Dear Mr Abboud

**Request to attend disciplinary meeting**

The purpose of this letter is to formally advise you that an allegation of misconduct and poor performance has recently been brought to our attention.

It is alleged on 16 August 2018 you engaged in misconduct whilst in the workplace specifically, you undertook mechanical repair work on a Suzuki Swift with the registration number of **CAT76J** (the vehicle) at Cumberland Ford and during that process, you did not fasten the sump plug to the vehicle in a secure manner.

The sump plug on the vehicle later dislodged while being driven. The vehicle was returned to Cumberland Ford for further repairs on or around 18 September 2018 where upon investigation, it appeared to be the cause.

If proven, this misconduct may result in a written warning, a final written warning or the termination of your employment.

Prior to any decision being made, and to enable a full and detailed investigation of this matter, we request your attendance at a disciplinary meeting which has been specifically convened to provide a suitable opportunity for you to respond to these allegations.

This disciplinary meeting is to be conducted at 12.00pm on Tuesday 25 September in the Service Managers Office.

You are expected to make every effort to attend this meeting and are placed on notice that the Company reserves the right to make a determination in your absence if you fail to attend this meeting for whatever reason.

I will have sole responsibility for the conduct of this meeting, together with any resulting decision which is to be made.

You are of course welcome to bring a support person to this meeting should you choose.

All matters and information relating to this allegation are confidential and you are directed not to discuss them with any other person without my express prior consent. Any failure by you to maintain confidentiality may lead to disciplinary action.

If you have any enquiries in relation to this matter, please contact me on 02 9332 8167.

Yours sincerely



David Berlusconi  
Human Resources Manager



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