

Thursday, 27 September 2018

Nicholas Abboud
2 Calida Crescent
Hassall Grove, NSW, 2761
By Email: nicholasabboud03@gmail.com

Dear Mr Abboud

REFERENCE: Outcome of disciplinary meeting

The purpose of this letter is to formally advise you that we have reached a conclusion regarding recent allegations of misconduct that was 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. This led to damage on the vehicle.

During our meeting you confirmed you had worked on the vehicle and admitted that it was reasonable to conclude that you alone had forgotten to tighten the sump plug which led to the damage.

I note that you cooperated in full during our investigations and at no stage, did you hinder the process and accepted full responsibility for what occurred. We also note your contribution and ongoing positive efforts you continually make to the business.

While AAG appreciates your honesty and maturity in this matter, I am still forced to conclude the allegations have been substantiated and for this reason, the Australian Automotive Group has elected to issue you a formal warning on this matter.

A record of this will be placed on your personnel file and we remind you that it is important you achieve your monthly targets and any are placed on notice that any further failures to meet your targets may lead to disciplinary action leading up to and including dismissal.

If you have any enquiries in relation to this matter, please feel free to speak to your manager or myself.

Yours sincerely



David Berlusconi
Human Resources Manager