

Friday, 15 March 2019

Mr Barry Rossiter
9/536 Sydney Road
SEAFORTH, NSW, 2092
DELIVERED BY HAND:

Dear Barry

RE: Request to attend disciplinary meeting

The purpose of this letter is to formally advise you that allegations of poor workplace performance and misconduct have recently been brought to our attention.

It is alleged that during the month of February 2018, you failed to achieve your monthly targets at Titan Ford and additionally, failed to follow company procedures for example:

- Not replying to internal emails from "the hub" regarding customer information.
- Not obtaining management approval for deliveries on your days off and completing details in deal packs.
- Not following up Auto Gate contacts as required.

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 9.00 am on Thursday 22 March at the Sales Managers office at Titan Ford.

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