

Thursday, 11 December 2018

Shane Donald Allsopp
Pre-Delivery Technician
Smithfield Pre Delivery Inspection Centre

Dear Shane

REFERENCE: Formal Warning

The purpose of this letter is to formally advise you that after our recent discussion yesterday on work you undertook on a Mitsubishi Triton (while fitting a canopy) stock number: **2412901**, I have elected to issue you a formal warning.

During our discussion, you admitted to undertaking work on this vehicle and, not only damaging the vehicle but not reporting the damage to your manager.

After our discussion I contacted the AAG human resources manager advising them of this and it was agreed that this type of conduct is unacceptable.

I note that you cooperated in full during my investigation and you accepted full responsibility for what had occurred. However I cannot condone this conduct and it does have the effect of damaging our reputation, profitability and viability.

For this reason I am forced to advise that a formal warning for performance and attitude (for both the poor workmanship, damage caused and not reporting this) will be placed on your personnel file and we remind you that it is important you not only conduct your work in a proper manner, but also report any damage to your manager if it occurs. I also remind you 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 myself.

Yours sincerely

Robert Pappalardo.

By signing this document, I understand and agree with the facts above. I also understood its contents and know if I have questions on this, to speak to my manager.

Name: Shane Allsopp

Signature: S. Allsopp

Date Signed: 12/12/2018

Manager Name: ROB PAPPALARDO

Signature: R Pappalardo