

Monday, 10 August 2020

Mr Jagdish Singh
DELIVERED BY HAND:

Dear Jagdish

RE: Outcome of disciplinary meeting

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

It was alleged that on 6 August 2020, you arrived to work at approximately 10.00 am instead of your usual starting time of 8.00 am and did not call your manager advising him you would be late. At the time, your manager also tried to telephone you to ascertain your whereabouts however your mobile telephone appeared to be turned off.

A subsequent meeting was convened for you outlining the allegations and giving you the opportunity to respond to them. The meeting was scheduled for the following Wednesday however you requested to have the meeting on the same day at around 1.30 pm which I accommodated.

You responded by admitting to the allegations and simply advising that you did not hear or see your mobile phone notification and for that reason, did not call.

Although we appreciate your cooperation in this matter, regrettably I believe the allegations are substantiated and for this reason the Australian Automotive Group have elected to issue you with a formal warning on your workplace performance.

A record of this will be placed on your personnel file and we remind you that it is important you follow all company policy including notifying your manager when you are running late. You are also placed on notice that any further failures to meet satisfactory levels of performance may lead to disciplinary action leading up to and including dismissal.

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

Yours sincerely



David Berlusconi
Human Resources Manager

