

Monday, 11 February 2019

Mr Andrew Del Boccio
32 Bromfield Avenue
Prospect, NSW, 2148
DELIVERED BY HAND:

Dear Andrew

RE: Request to attend disciplinary meeting

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

It is alleged that on 11 February 2019, you were required to attend training that was organised for you, in Melbourne Victoria. It is also alleged that you were aware of this training, in the weeks leading up to the date and did not attend. You did not inform your manager you would not be attending until the morning of the training.

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 10.00 am on Thursday 14 February in the Service Managers office at Power 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