

Friday, 28 September 2018

Ashwin Prasad
303 Stoney Creek Road
Kingsgrove, NSW, 2208
DELIVERED BY EMAIL: ashwinprasad39@gmail.com

Dear Ashwin,

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 was alleged that on or around 20 November 2018, you were found driving our company vehicle in breach of our policies and procedures specifically, you drove a vehicle and accelerated in a manner which caused surface gravel to damage nearby vehicles.

You were given the opportunity to respond to these allegations to which you admitted you did in fact engage in this conduct. You also mentioned you did not intend to do this and it was an accident.

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 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