



Registered Office: 811 Elizabeth Street, Zetland NSW 2017 Australia
GPO Box 5369 Sydney NSW 2001 Australia
Tel +61 2 9332 8300 Fax +61 2 9360 5375
email: info@austautogroup.com.au

Monday, 7 May 2018

Michael Calisto
19 Baden Powell Avenue
LEPPINGTON, NSW, 2179

Dear Michael

RE: Letter of Concern

Further to your recent discussions with your manager, I am writing to underline my concerns regarding recent workplace activities where it was possible, you endangered the life of a customer and other road users.

On 8 March 2018, you were performing your regular work activities at Power Ford and Renault. During the course of your day, you worked on a vehicle with a colleague (Ben Manfred) where either you or your colleague changed the brake disks on a customer vehicle. This involved the removal of the calliper bolts.

After the repair operations were finalised, the vehicle was discharged to the customer. On 2 May 2018, the vehicle was towed back to Power Ford and Renault. The Repair Order indicated this was due to the calliper bolt falling off the vehicle.

Upon investigating this, it was found that both you and your colleague (Ben Manfred) worked on this vehicle however we were unable to ascertain who was responsible for the removal and subsequent refit of the calliper bolts in question.

Although this letter will be kept on your personnel file, it is not intended to be a formal warning and does not form part of the company's disciplinary procedures.

I also advise that given this incident had the likely potential to endanger the life of road users, the customer and others, termination of employment would have resulted had the company identified who was responsible for this activity. This is because of the seriousness of this issue.

You are (and have always been) a valued member of the team and we hope that this letter serves as a timely reminder that all safe work practices in our business is followed. I hope you understand the need for me to set out my concerns in writing.

If you have any enquiries in relation to this matter, you are more than welcome to contact myself or your manager.

Yours sincerely

David Berlusconi
Human Resources Manager