

David Berlusconi

From: David Berlusconi
Sent: Tuesday, 9 July 2019 2:23 PM
To: Jarrad Czapla
Cc: Jorge Haddad
Subject: John
Attachments: John Mcinerney - Request to attend disciplinary meeting - 09.07.19.pdf

Hi Jarrad,

Please check out the attached letter, if all is well and fine, please have Jorge hand this to John because COB today.

Regards.

David Berlusconi
Human Resources Manager
Australian Automotive Group Pty Limited
60 O'Riordan Street, Alexandria
NSW, 2015, Australia
P | +61 2 9332 8167 **F** | +61 2 9360 5375
M | +61 417 293 398 **E** | dberlusconi@aag.com.au

Tuesday, 9 July 2019

Mr John Mcinerney
2 Lindsey Road
Faulcon Bridge, NSW, 2776
DELIVERED BY HAND:

Dear John

RE: Request to attend a 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 is alleged that during the month of July 2019, you were driving a vehicle on company premises specifically, at Cumberland Ford, and collided with another vehicle causing property damage.

If proven, this performance 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 9.00 am on Thursday 11 July in the Service Managers office at Cumberland 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