

Wednesday, 7 November 2018

Nareg Yedelian
9 Horsfall Street
ERMINGTON, NSW, 2115
DELIVERY: BY HAND

Dear Nareg.

Request to attend disciplinary meeting

The purpose of this letter is to formally advise you that an allegations of misconduct and poor performance has recently been brought to our attention. Specifically these include:

- It is alleged that over the course of the past month, you worked on a Ford Focus with the registration number of DFY63L.

During this period, multiple contacts were made by yourself to Ford on this issue. It is alleged that the manufacturer requested on numerous occasions that you check the distortion of the engine when conducting repairs. The manufacturer ultimately authorised a replacement cylinder head based on information you provided them. However the vehicle continued to experience mechanical issues and now requires a new engine. It appears and it is alleged, you failed to conduct the inspections that the manufacturer directed you to do and this led to the vehicle requiring a new engine.

- It is also alleged that on or around 16 August 2018, you serviced a Ford Focus with the registration number of CGU41E. The car has been returned for an additional work and upon inspection, it was noted that the vehicle now requires additional tyres and wheel bearings. It is alleged that these items should have been identified during the original service you conducted and relayed to the customer in accordance with our business practices.

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 10.30am on Thursday, November 2018 in the human resources managers' office.

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