

Thursday, 27 September 2018

Nareg Yedelian
9 Horsfall Street
ERMINGTON, NSW, 2115
By Email: nar33g@hotmail.com

Dear Nareg.

Request to attend disciplinary meeting

The purpose of this letter is to formally advise you that an allegation of misconduct and poor performance has recently been brought to our attention.

It is alleged on or around 25 September 2018 you engaged in misconduct whilst in the workplace specifically, you undertook mechanical repair work on a Ford Mustang with the registration number of **MYRE** (the vehicle). During that process, it is alleged that you either failed to identify that the brake pads were scored (to the point of "metal on metal") or, did not notify your manager that additional repair work would be required on the brake pads.

Further repairs the following day on 26 September identified this issue and had this not occurred, a brake failure may have occurred causing significant injury and loss.

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 12.00pm on Friday 28 September 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