20 December 2017

Bob Jones
Bob.jones@live.com

Strictly Private and Confidential

Dear Bob

Re: Invitation to Disciplinary Meeting

Further to our conversation on 19 December 2017 we would like to invite you a disciplinary meeting to discuss and advise you of a matter that has come to our attention which presents in2HR Ltd with cause for concern.

The purpose of the meeting is to discuss and seek your response to the following allegation of misconduct: *It is alleged that on 18 December 2017, you did not attend your rostered shift. It is also alleged that you did not make contact with the company to advise the reason why you were not able to attend your rostered shift.*

This is an alleged breach of the company code of conduct which states: *Attendance: "You must advise your manager in advance if you are unable to attend your shifts".*

It is important that we meet to discuss this matter in more detail. From this meeting, we seek to understand this matter further and to determine whether your actions are compliant with our code of conduct. It will also give you an opportunity to explain your actions and add any comments you may have.

We propose that the meeting will take place on 21 December 2017 at in2HR Office. Mary Harvey and Kate Rodgers - HR will attend the meeting.

You are entitled to bring a support person or representative to the meeting and we encourage you to do so. Please let me know by 20 December 2017 if you will be bringing a support person or representative, and who that person will be.

The outcome of the meeting could result in disciplinary action up to and including a written warning. You are requested to attend and exercise your rights at the meeting. If you do not attend the meeting, the meeting will proceed in your absence.

Please confirm your attendance at this meeting by 5pm 20 December 2017. If I do not hear from you by this time, I will assume that the meeting is confirmed.

Yours sincerely

Mary Harvey
Manager
In2HR Ltd

cc: HR
encl: Code of Conduct and Roster