



REQUEST FOR DISCIPLINARY ACTION

Please complete this form and attach any additional information or incident reports (IR) as required.

TO BE COMPLETED BY MANAGER

Name of Staff

Company

Position Title

Location

PLEASE REFER TO CODE OF DISCIPLINE BEFORE FILLING THIS SECTION IN

Offense Committed

Date of Incident

Place of incident

Brief Description of the Incident

*Attach All IR

Action Requested

Written Warning

Suspension

Suspension (plus Investigation)

Termination

Note: Managers are authorised to send staff immediately to HR office in the following serious incidences:
Stealing, Violence, Drinking Alcoholic Beverages or drunk while on duty, Shortages of K200 and above

Authorizing Signatures

SIGN AND DATE

Requested By

Authorizing Official

Attached IR

Yes

No

HR OFFICE USE ONLY

Suspension Recommended

YES

NO

Period of Suspension

Actioned by