

GENERAL ORDER NO.9

Offence Reference: _____

**NOTICE OF DISCIPLINARY CHARGES UNDER SECTIONS 25
OF THE TERMS & CONDITIONS OF A CONTRACT OF EMPLOYMENT.**

TO: (Name & Address of Contract Officer)

PLEASE TAKE NOTICE THAT: Pursuant to the provisions of your contract of employment, you are hereby charged under Section 25 with having committed serious disciplinary offences within the meaning of Section 20, thereby breaching your contract, namely that:

Notes: *State the facts relating to one offence only under the "Offence Reference" above, giving the details of the offence allegedly committed, including, date, evidence and witness etc.*

State which of the paragraphs, from (a) to (h) of Section 20 of the contract apply to the offence alleged to have been committed, and make reference to the specific sections of the terms and conditions which may also have been breached.

Where more than one offence is involved, additional Offence References should be shown in sequence on separate charge sheets.

PLEASE TAKE FURTHER NOTICE: That you may, if you so decide, request to sight copies of non-confidential documents or reports, or to obtain extracts or information from those documents or reports that are relevant to the charges made against you hereunder, to enable you to obtain such information in accordance with arrangements determined by the Departmental Head.

PLEASE TAKE FURTHER NOTICE: That in accordance with Section 25, of the Terms and Conditions, you are required to respond in writing to the charges within 7 days of receipt of the charges, to enable you to state whether you admit or deny the truth of the charges, and give any explanation in writing that you may think fit for my consideration.

AND PLEASE TAKE FURTHER NOTICE: That should you fail to respond in the manner required, within the stipulated time, you may be deemed to have admitted the truth of the charges, and thereby render yourself liable to termination for cause.

Dated this _____ day of _____ 20-----

Signed by: _____
DEPARTMENTAL HEAD

DELIVERY OF NOTICE OF DISCIPLINARY CHARGES

I certify that I have served the Notice of Disciplinary Charges as indicated:

Place Notice Served: _____ Date & Time Served: _____

Signed: _____ Witnessed: _____

(N.B. Officers serving and witnessing the signing of these charges are to write their names clearly in block letters below their signatures).

I acknowledge receipt of the Notice recorded above.

Signed: _____
(Officer Charged)

(In the event that the person charged cannot be contacted within a 7 day period of the Secretary signing the charge sheet, or declines to acknowledge receipt of this Notice, the person serving the notice should record as appropriate on the form, and sign together with the witness. The Departmental Head reserves the right to determine disciplinary action as appropriate).