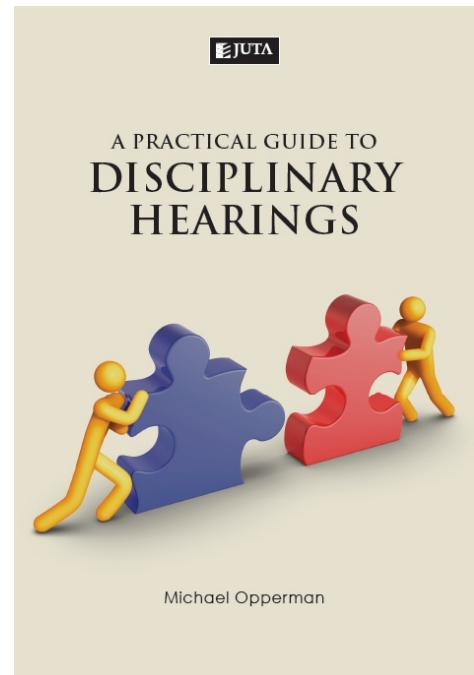


Practical Guide to Disciplinary Hearings, A

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About this Publication:

A Practical Guide to Disciplinary Hearings sets out all the practical aspects of the disciplinary hearing for the chairman and the defendant employee. The logical layout of this book allows for easy use during the hearing. The author has devised a helpful matrix for calculating awards and reaching fair results.

A Practical Guide to Disciplinary Hearings contains templates for hearings on the different types of offence. From the perspective of the person chairing the hearing, practical guidelines on the process, advice on the sanction, the deliberation, the evidence permitted and the most common anomalies which arise in hearings, make this book a compulsory guide. The book assists human resource managers in drafting charge sheets, the presentation of the facts, examination, cross-examination and leading evidence.

Key Benefits

- Provides a step-by-step, practical guide to the charge, hearing, and appeals processes
- Enables large and small businesses to reduce legal costs
- Contains a convenient matrix for determining the verdict
- Contains a convenient matrix for determining the sanction
- Can be used as a training tool for new managers

Contents Include:

- The basics
- Fairness
- Offence categories
- Incapacity
- Processing evidence
- The decision-making process for misconduct
- Appeals
- Grievance procedures
- Legislation for referencing including
 - The Constitution of the Republic of South Africa, 1996
 - Important legislation used in the labour environment, including the Labour Relations Act 66 of 1995, Basic Conditions of Employment Act 75 of 1997, Employment Equity Act 55 of 1998, Skills Development Act 97 of 1998, Occupational Health and Safety Act 85 of 1993, Protected Disclosures Act 26 of 2000 (whistle-blowing) and Codes of Good Practice

Of Interest and Benefit to:

- Labour lawyers
- HR managers
- Trade unions
- Line managers
- Lecturers teaching management and HR courses