

DISCIPLINARY ACTION
(SHORT OF DISMISSAL)

Name of Employee	:	
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Name of Authorised Official	:	
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Date of this Interview	:	
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1. DESCRIBE THE SITUATION AND REVIEW PREVIOUS DISCUSSIONS

Remember –

- be specific
- provide a concise review of:
 - previous discussions
 - agreed-upon actions
 - actions actually taken
- maintain or enhance self esteem

[illegible]

2. ASK FOR REASONS FOR THE BEHAVIOUR

Remember –

- use open-ended questions
- ask for help in solving the problem
- maintain or enhance self esteem

3. DISCUSS CAUSES OF THE PROBLEM

Remember –

- listen attentively
- identify feelings
- summarise reasons
- listen and respond with empathy

4. INDICATE WHAT ACTION YOU MUST TAKE AND WHY

- refer to disciplinary code (Annexure I)
- be specific in describing:
 - measures to be taken
 - why necessary
- be non-threatening
- maintain or enhance self esteem
- listen and respond with empathy

ACTION		REASONS FOR ACTION
☐ Verbal Warning		
☐ Written Warning		
☐ Final Written Warning		
And		
☐ Referred to a Disciplinary Hearing		

5. AGREE ON SPECIFIC ACTION AND FOLLOW-UP DATE

Remember –

- seek and use employee's ideas, if possible
- develop specific action plan
- maintain or enhance self esteem
- ask for help in solving the problem

Date and Time of follow-up Interview	:	
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SIGNED BY:

Authorised Official	:		Date:
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Employee	:		Date:
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Representative / Witness	:		Date:
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Copies To	:	• Employee • Supervisor Concerned • Personnel Department for employee file
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