

We are pleased to announce that the RMI will be presenting an on-line seminar entitled -

## **CONDUCTING DISCIPLINARY HEARINGS WHAT THE INITIATOR & CHAIRPERSON SHOULD KNOW**

- When: Thursday, 20 October 2022
- Time: 09h30 – 12h30
- Cost: See Registration Form below
- Platform: Microsoft Teams
- Presenter: Marie Ellis

Some of the topics of discussion will be:-

### **1. INTRODUCTION**

- Discipline and the Disciplinary Code

### **2. PRELIMINARY POINTS (HOT TOPICS)**

- Important preliminary points the parties could face to argue immediately prior to commencement of the Hearing – for the Chairperson to make a ruling:
  - An application for external representation
  - An employee or external union official claiming that the employee is a shop steward – what you need to know in order to argue this point
  - Parties who might want to opt out of the hearing based on a mutual separation agreement

### **3. PROCEDURAL FAIRNESS**

- Requirements in terms of the Labour Relations Act
- Guidelines on the conducting of the disciplinary hearing
- Notice of the disciplinary hearing and the rights of the employee
  - Charges, representation
- The composition of the disciplinary hearings – The parties and the chairperson

### **4. EVIDENCE**

- The Principles of Natural Justice and Rules of Evidence
- Weighing up of evidence

### **5. SUBSTANTIVE FAIRNESS**

- Key questions about the transgressions
- Seriousness of transgression
- Extenuating, mitigating and aggravating circumstances
- Precedent
- Third party reaction
- Alternatives to dismissal

- ✓ You are invited to secure your attendance by **completing the registration form below.**
- ✓ A **certificate** of attendance will be provided to each delegate.

**Banking details:**

Standard Bank Randburg      Branch Code : 018005      Account No. : 021670013

Reference for RMI Members:-

**IR SEMINAR + ME + RMI Member Number**

Reference for Non-RMI Members:-

**IR SEMINAR + ME + Organisation's Name**

# IR SEMINAR REGISTRATION FORM

**PLEASE USE A SEPARATE FORM FOR EACH DELEGATE**

SEMINAR	DATE	REGISTRATION FEE (VAT incl)
<b>Conducting Disciplinary Hearings</b>	<b>Thursday 20 October 2022 (09:30 – 12:30)</b>	RMI Delegate: <b>R 575</b>  For every additional RMI Delegate, utilizing the same RMI Member Number: <b>R285</b>  Non-RMI Delegate (Not an RMI Member): <b>R1 150</b>

NAME OF DELEGATE	
JOB TITLE OF DELEGATE	
ID NUMBER OF DELEGATE	
FOR B-BBEE TRAINING RETURNS, KINDLY INDICATE WITH AN "X":	Black <input type="checkbox"/> Indian <input type="checkbox"/> Coloured <input type="checkbox"/> White <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Able <input type="checkbox"/> Disabled <input type="checkbox"/>
NAME OF COMPANY/BUSINESS	
RMI MEMBERSHIP NUMBER	
PROVINCE	
TEL NO:	CEL NO:
EMAIL ADDRESS	
NAME OF CONTACT PERSON	
SIGNATURE	

**KINDLY RETURN THIS FORM TOGETHER WITH PROOF OF PAYMENT OF THE REGISTRATION  
FEE BEFORE THE CLOSING DATE OF 12h00 ON 18 OCTOBER 2022**

**TO: [marie.ellis@rmi.org.za](mailto:marie.ellis@rmi.org.za)**

We look forward to seeing you there.

