

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

CONDUCTING DISCIPLINARY HEARINGS WHAT THE INITIATOR & CHAIRPERSON SHOULD KNOW

- When: Wednesday, 24 May 2023
- Time: 10h00 – 13h00
- 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 & 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)
Conducting Disciplinary Hearings	Wednesday 24 May 2023 (10:00 – 13:00)	RMI Delegate: R 575 For every additional RMI Delegate, utilizing the same RMI Member Number: R285 Non-RMI Delegate (Not an RMI Member): R1 150

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"/> Abled <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	

**ON ONE EMAIL, KINDLY RETURN THIS FORM TOGETHER WITH PROOF OF PAYMENT OF
THE REGISTRATION FEE BEFORE THE CLOSING DATE OF 12h00 ON 22 MAY 2023**

to: marie.ellis@rmi.org.za

We look forward to seeing you there.

