



## WEC GROUP DISCIPLINARY HEARING REQUEST FORM

<b>Full Name of employee:</b>	
<b>Location/Site:</b>	<b>Division:</b>
<b>Manager's name:</b>	
<b>Full Reasons for requesting a Disciplinary hearing (please include all relevant detail including dates etc) :</b>	
<b>Date you would like to hold the hearing:</b> (Must be at least 48hr after they receive the letter from HR)	
<b>Location of hearing (which building/ room):</b>	
<b>Time of hearing:</b>	
<b>Who will chair the meeting/and or be at the meeting:</b>	
<b>Signed by Manager:</b>	
<b>Date:</b>	
<b>*Please attach any evidence you may have with this form (any photo's or absence sheets etc) and then pass to Gemma Kennedy in HR, <a href="mailto:gemma.kennedy@wecl.co.uk">gemma.kennedy@wecl.co.uk</a> who will issue a letter</b>	
<b>HR USE ONLY: Any live warnings on file? Yes [ ] No [ ]</b>	
<b>Verbal [ ] First written [ ] Final written [ ] Date warning due to expire.....</b>	