

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

DISCIPLINARY ENQUIRIES & MANAGEMENT OF DISCIPLINE

- When: 07 July 2021
- Time: 09h00 (approx 3 to 4 hours)
- Platform: Microsoft Teams
- Cost: See Registration Form below
- Presenter: Eckhardt Oelofse

Some of the topics of discussion will be:-

1. INTRODUCTION

- Discipline and the Disciplinary Code

2. 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

3. EVIDENCE

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

4. 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**.
- ✓ The **training material** will be distributed to the delegates electronically.
- ✓ 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 + EO + RMI Member Number

Reference for Non-RMI Members:-

IR SEMINAR + EO + Organisation's Name

IR SEMINAR REGISTRATION FORM

PLEASE USE A SEPARATE FORM FOR EACH DELEGATE

Seminar	Date	Registration fee (VAT Incl)
Disciplinary enquiries & management of discipline	Wednesday, 07 July 2021 at 09h00 (approx 3 to 4 hours)	RMI Delegate: R575-00 For every additional RMI Delegate, utilizing the same RMI Member Number: R285-00 Non-RMI Delegate (Not an RMI Member): R1 150-00

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	

**KINDLY RETURN THIS FORM TOGETHER WITH PROOF OF PAYMENT OF THE REGISTRATION
FEE BEFORE 12H00 ON MONDAY, 05th OF JULY 2021**

TO: eckhardt.oelofse@rmi.org.za

We look forward to seeing you there.

