

AN EXAMPLE OF A WRITTEN WARNING

PROFILL (South Africa) (PTY) LTD

24 May 2022
Mr Lucas Sibiyi
By hand
c/o Profill (South Africa) (Pty) Ltd

Dear Mr Sibiyi

WRITTEN WARNING

This communication serves to inform you that you are being issued with a **WRITTEN WARNING** for being absent from the workplace without a valid reason.

This warning arises out of your having failed to present yourself for work on Monday 23 May 2022, and the circumstances surrounding your non-attendance. When questioned by your superior, Mr Simon Malabeng, on your return to work on Tuesday 24 May 2022 as to the reason for your absence, your response was that you did not have one. You had simply, of your own accord and without first consulting the company, decided to take the day off.

The severity of the above offence is based on the following:

1. You provide a service that is a vital element of the sales strategy of the company. As a service technician in the company, you are responsible for the quick and effective servicing and repair of tools brought in by our customers for repair. As you will be aware, one of the cornerstones of the sales strategy of this company is that we provide a readily available back-up through our service department, which will repair or service tools with a minimum turnaround time. Your actions on 23 May 2022 resulted in your not being able to repair or service any tools, thereby delaying the return of tools to our customers and compromising our back-up service philosophy.
2. As a consequence of your absence, the remainder of the service team were subjected to undue pressure to not only complete their own work, but to attempt to deal with the more urgently awaited repairs that should have been undertaken by yourself.

Regarding the above warning, your attention is drawn to the following:

It is valid for a period of 6 (six) months from the date hereof. The implication of this is that, should you commit the same or a similar offence within the above-mentioned period, further disciplinary action may be taken against you. This may result in your dismissal.

We, the undersigned, hereby agree that the above warning has been communicated to Mr Sibiyi on 24 May 2022:

For the Company

Mr Sibiyi

Witness

Date