

F&Y Furniture Manufacturers CC – Reg No: 1998 / 036814 / 23

**Furniture Manufacturers & Importers of Quality Furniture**

56 Aiken Street, Port Shepstone

H/O 40 Berg Road, P O Box 10083, Marburg, 4252

Tel: +27 (0)39 685 5747

Fax: +27 (0)39 685 5757

Email: Veerad@multiwood.co.za

**Written Warning**

Name of Employee: Akeel Porthraj

Employee Number/ID Number: 9205235166085

1. You are hereby warned in writing for having contravened a provision of the disciplinary code in that you, on the 21st of June 2023, committed the following misconduct:

**Transgression:**

**Charge 1: E3: Non-Compliance with departmental rules and procedures:**

In that, on the 21st of September 2023, 5 Totai stoves were returned to the supplier., however in your cycle counts you had submitted the items as balanced. The items were not credited to your store and therefore the physical count could not balance to the system count, you had failed to physically count the items and took it for granted that they balanced.

2. This warning should be regarded as very serious and if you continue this unacceptable conduct, it will lead to more serious action being taken against you.

I certify that the contents of this warning were explained to the employee and that \*he/she indicated that \*he/she understood.  A copy of this written warning will be filed on his/her personnel file, where it will remain in force for three (3) months from the date of issue. This warning will lapse on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Signature of Employer Date

I acknowledge that this Final Written Warning was issued to me, that the contents were explained to me and that I understood.

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Signature of Employee       Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness       Date

I was present and witnessed the warning being issued to the employee for the misconduct as mentioned above.