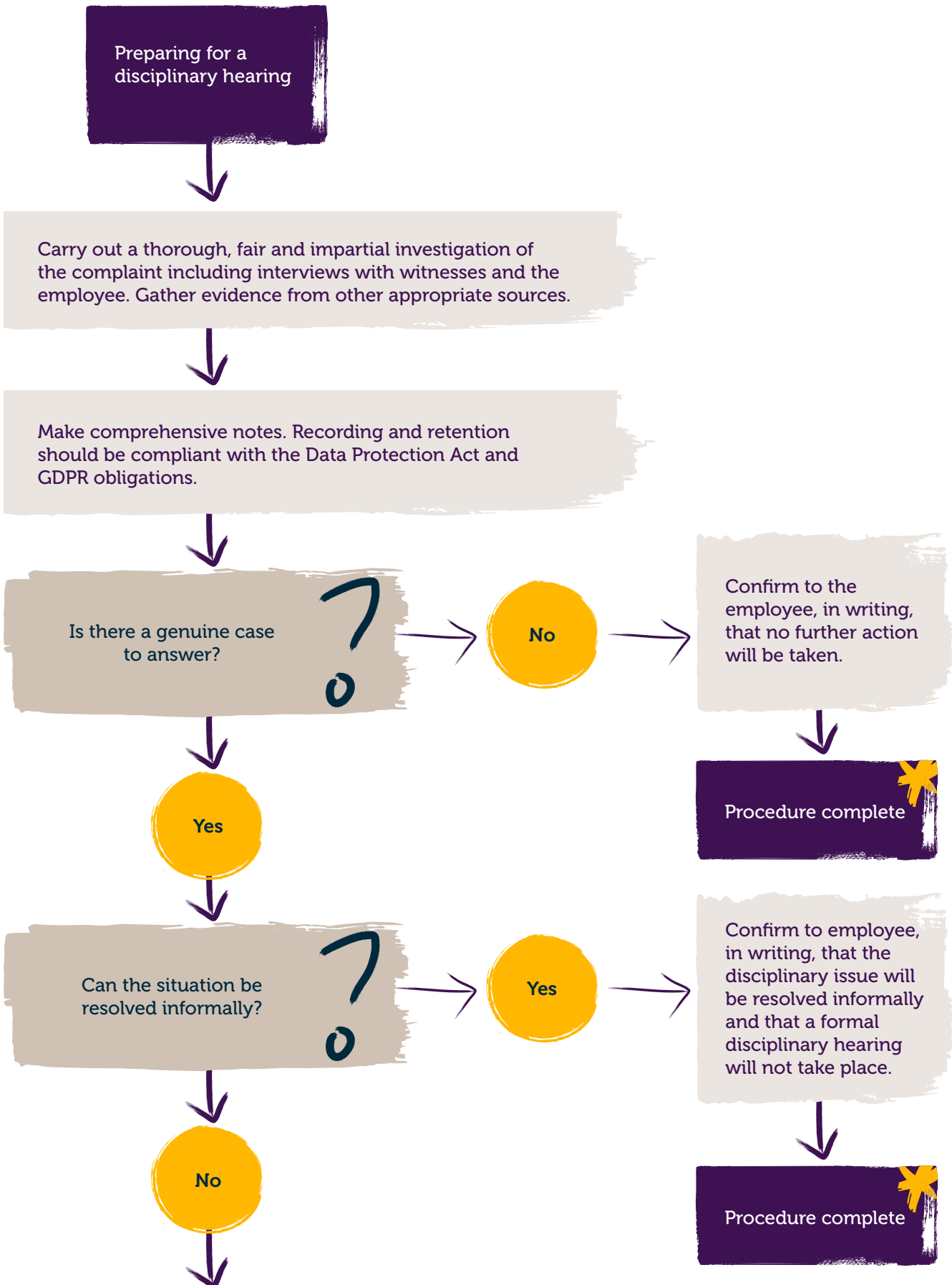
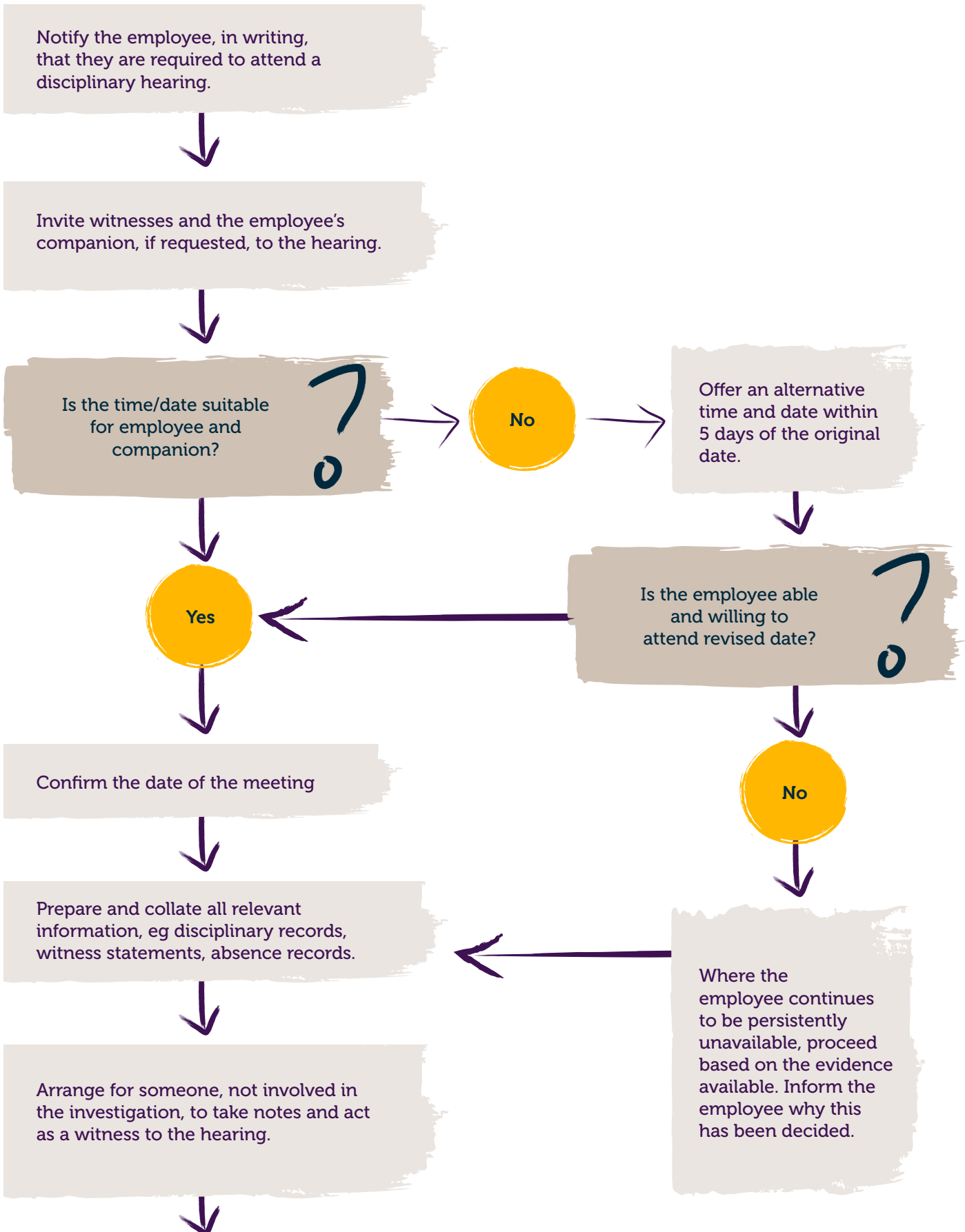


Disciplinary hearing – before the meeting



Disciplinary hearing – before the meeting



Ensure the meeting will be properly constituted according to the company procedure. In a potential dismissal case, appoint a senior manager not involved in the investigation who has the authority to make that decision.



Arrange a quiet, private and confidential room where there will be no interruptions.



Disciplinary meeting convenes