

OK

Furniture

No Problem

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Mr Sydney Nkatsha
East London

Email: [REDACTED]

6 September 2020

BY HAND

Dear Sydney

YOUR SUSPENSION

I refer to our meeting today.

As discussed with you, there have been reports to the company of victimisation, harassment and bullying by you of your subordinates. The company views these allegations in a very serious light and intends investigating the allegations fully before determining whether disciplinary action is appropriate or necessary.

This letter serves to notify you that you are placed on suspension on full pay with immediate effect pending the investigation. Considering the nature of the allegations your suspension will allow us to conduct the investigation quickly and uninterrupted and will ensure that witnesses are not influenced or intimidated by your presence.

During the period of your suspension, you will not:

1. contact any of the company's employees without my written prior permission;
2. attend at the company's premises unless instructed to do so;
3. access, tamper with or delete any work related e-mails and documents; and/or
4. contact any of the company's suppliers or third party service providers.

If you are contacted by any of the company's employees, suppliers or third party service providers regarding your suspension, or any aspect of this investigation or the company's business, you are to refrain from discussing your suspension with them and to refer any queries that they may have to me.

Please ensure that your laptop, office keys and any other property in your possession are handed to Andre Schoutz before leaving the premises.




OK FURNITURE a trading Division of SHOPRITE CHECKERS (PTY) LTD
Registration Number: 1929/001817/07
Authorised Financial Services Provider

MEMBERS: P C ENGELBRECHT (CEO), J M ALBERTS, J A L BASSON, J W BASSON, C BLAIR, M BOSMAN, S B BRAUDE, J V R BRÖNN, C J C DE W BURGER, A J K SAARDT, P C H PRINZ, D F DUTOT, J FOURIE, G FRITZ, A B GARCENY, G G GOOSEN, D HALLALE, B HARISUNKER, J H HUNTER, W J HUNLUN, A JANGH, VAN RENSBURG, M D JOUBERT, A E KARP, A LAMERRECHTS, P J MALAN, N MAMBANI, F K G MULLER, E L NEL, S SCHIFF, N L SCHREUDER, P TOLLOOS, J GRIFFIN, P S VAN DER MERWE, J G VAN DEVENTER, H J VAN ROOYEN, S M VISSER, A C VOSLOO, B R WEYERS, J J ZWENNIS **ALTERNATE**
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You are required to be available during the period of your suspension in the event that the company may require your assistance. We will inform you of the outcome of the investigation and if you are required to return to work. I remind you that your suspension is simply precautionary, to facilitate a proper investigation and is not a form of disciplinary sanction.

Should you have any questions during the period of your suspension, please direct any query to me directly.

Yours faithfully



 ANDRE SCHOULTZ



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