**GIDLA & ASSOCIATES **

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2nd of August, 2018

Nicole King

General Manager Human Resources & HSSE

Trinidad and Tobago National Petroleum Marketing company Limited

NP House,

National Drive,

Sea Lots

Dear Madam,

Re: Disciplinary Hearing of Ms. Royal Africa,

I am instructed by Ms. Royal Africa that on 1st of August, 2018, my Client was issued with a letter dated 30th July, 2018 and given a date for Disciplinary Hearing – Excessive Absenteeism.

Even though I am not aware of the procedures of the company, it is a due process of the law and the Natural justice, one would be given an opportunity to make a reply and explanation before the actual disciplinary hearing would be held.

My client instructs me that she was not given an opportunity as such.

My Client also instructs me that on 30th of July, 2018, she asked for a list of all the companies policies touching the employees from Mr. Brian La Roche and he bluntly refused and said the employees cannot get the policy. This clearly shows that the employees were not informed about the procedures and the policy the company would be operating. This also implies that the company management could make ad Hoc procedures the employees, are not aware of and would be surprised.

So, hence I request my client would be given the policy or protocol information so that she could be better prepared for the disciplinary hearing and I would object on behalf of my client for the disciplinary hearing and to proceed with the disciplinary hearing would be a cause for Natural justice to be invoked and my client would have to protect her rights in the court of Law.

Please be guided accordingly

Your’s sincerely

C.R.Gidla

Attorney at law