



JOINT INDUSTRY BOARD
 FOR THE ELECTRICAL CONTRACTING INDUSTRY
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Established in 1968 by the Constituent Parties
 The ELECTRICAL CONTRACTORS' ASSOCIATION and UNITE THE UNION

Please send this form and accompanying documentation to the Industrial Relations Department or ir@jib.org.uk

DISPUTES PROCEDURE RESPONDENT'S REPLY FORM

If you are a member of the ECA you should contact the ECA Employee Relations Department for advice before completing this form. Please note that the ECA is the only employers' association permitted to represent within the disputes procedure.

THIS FORM SHOULD BE RETURNED WITHIN 7 DAYS OF RECEIPT OF THE CLAIMANT'S APPLICATION FORM

1. I do / do not intend to resist the claim made by

2. YOUR DETAILS:

Name of Employer:

Contact Name:

Position:

Address:

Phone number: email:

3. DETAILS OF REPRESENTATIVE (please note that any future correspondence will be sent to your representative and not to yourself):

Are you a member of the ECA: Yes / No

Name:

Address:

Phone number: email:

4. EMPLOYMENT PARTICULARS:

Are the dates of employment provided by the claimant correct? Yes / No

If no, when did employment start (and end if applicable)

Is the claimant's site address correct? Yes / No

If no, which site was the claimant working on?

8. REMEDY:

Please refer to the payments being claimed. If you believe the information provided by the claimant is inaccurate, please explain why in the sections below:

- i. Notice pay £.....
- ii. Redundancy pay £.....
- iii. Holiday pay £.....
- iv. Arrears of pay £.....
- v. Other payments (please specify) £.....

UNFAIR DISMISSAL CLAIMS ONLY

vi. Was the claimant given notice? Yes / No

If the answer is Yes, please answer the following:

- vii. How many weeks?
- viii. Was this notice paid in lieu, worked or a combination of both?
- ix. If it was a combination then how many weeks were in lieu?
- x. If applicable was the claimant given redundancy pay?
- xi. If so, how much?

I confirm that the information given on this form is accurate to the best of my knowledge and belief. I have received and read the JIB Guide to the Disputes Procedures and the JIB's role in mediation, conciliation and disputes.

Signed

Dated