



**JOINT INDUSTRY BOARD**  
FOR THE ELECTRICAL CONTRACTING INDUSTRY  
KINGSWOOD HOUSE, 47/51 SIDCUP HILL  
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Established in 1968 by the Constituent Parties  
The Electrical Contractors' Association and Amicus

E-mail: [administration@jib.org.uk](mailto:administration@jib.org.uk)

**Disciplinary, Grievance & Conciliation Procedure**

Response to an application for a JIB Dispute Committee Hearing to consider a **GRIEVANCE**

If you are a Member of the ECA you should contact their Employee Relations Department for advice before completing this form. Please note that the ECA is the only Employers' Association permitted to attend a JIB Dispute Committee Hearing in a representational capacity.

THIS FORM SHOULD BE RETURNED WITHIN **SEVEN DAYS**  
WHEN COMPLETING, PLEASE USE BLACK INK OR BIRO AND PRINT ALL NAMES IN CAPITAL LETTERS

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

**1. Your Details:**

Name of Company: .....

Contact name: Mr/Mrs/Miss/Ms\* .....

Address: .....

..... Telephone Number .....

Is the Company a Member of the ECA?                      yes/no \*

If the answer to this question is yes, see note at the top of the form.

**2. Details of Representative:** (Please note all future correspondence will be sent to your representative and not you)

Name: .....

Address: .....

..... Telephone Number .....

**3. Employment:**

Has every stage of your Company's internal grievance procedure been followed:                      yes/no \*

Are the dates of employment provided by the claimant correct?                                              yes/no \*

If no, please give date of commencement ..... and termination .....

\* Please delete as appropriate

