



**JOINT INDUSTRY BOARD**  
 FOR THE ELECTRICAL CONTRACTING INDUSTRY  
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Established in 1968 by the Constituent Parties  
 The Electrical Contractors' Association and Amicus

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**Disciplinary, Grievance & Conciliation Procedure**

Response to an application for a JIB Dispute Committee Hearing to consider a claim of **UNFAIR DISMISSAL**

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 to you)

Name: .....

Address: .....

..... Telephone No: .....

**3. Employment:**

Has every stage of your Company's internal disciplinary 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.....

Was the claimant given notice?    yes/no \*

If the answer to the above question is yes, please complete the following:-

How many weeks? ..... Was this worked notice?    yes/no \*                      OR    Money in lieu?    yes/no \*

If money in lieu was paid, please provide details of amount    £ .....

If the dismissal was due to redundancy, please provide details of the amount    £ .....

- Please delete as appropriate

**4. Circumstances of dismissal:**

If the claim is being resisted, please provide details of the procedure you followed before the dismissal and give full reasons why the claimant was dismissed (this can be elaborated upon at the hearing).

**5. When returning this form please attach the following:-**

- The claimant's written terms of employment
- A copy of your Company's disciplinary policy
- Details of warnings issued, both verbal and written
- Your letter of termination, detailing the reasons for the dismissal
- Details of any appeals heard
- Minutes, if available, of disciplinary and appeal meetings

I confirm that to the best of my knowledge the information contained on this form is accurate. I have received and read the JIB Guide to the Disciplinary, Grievance & Conciliation Procedure.

Signed ..... Dated .....

Data Protection Act 1998. We will send a copy of this form to the complainant and other relevant parties. We will put some of the information on a computer in order to monitor progress and produce statistics.