

## List of Sample Letters

### re 1<sup>st</sup> October Disciplinary and Grievance Procedure changes

1. Letter to register our view that company not following appropriate Disciplinary Procedure
2. Letter to member who is refusing to comply with the statutory Disciplinary Procedure
3. Letter to Employer where employer does not believe that the Grievance Procedure applies
4. Letter to member who is refusing to comply with the Statutory Grievance procedure
5. Letter to Employer requesting use of Modified GP *\*(only use this letter if the member is keen to pursue the GP using the modified route)\**
6. Letter to Employer where no response to Step 1 letter
7. Letter To Employer about delay in procedure/ unreasonable timing/ location of meetings]
8. Letter to Employer where member requires special facilities for the meeting
9. Letter to Employer where in breach of statutory procedure.
10. Letter to Employer where in breach of company procedure which is better than statutory.

### Checklist for formulating Statement of Grievance

11. Outline Statement of Grievance letter
12. Letter requesting appeal against Grievance decision.
13. Letter requesting appeal against Disciplinary/Dismissal decision

### Notes

1. If the employee is happy for the matter to simply proceed to ET there is no need to chase the employer re the GP, as long as there is evidence that the statement of grievance was submitted.