

RESOLUTION PROCEDURE RESPONDENT'S REPLY FORM



The Electrotechnical JIB
Setting employment standards

Please complete this form in conjunction with Section 3 of the JIB Handbook.

If the company is an ECA member, copy of this form will be sent to the ECA. We would recommend that you contact the ECA Employee Relations Department for advice before completing this form (Tel: 0207 313 4800, Email: employeerelations@eca.co.uk)

This form must be returned to the JIB within the timescale requested

PO Box 127, Swanley
Kent BR8 9BH

T: 01322 661600
E: ir@jib.org.uk

www.jib.org.uk

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

2. Your details

Employer

Contact Name

Position

Address

Phone Number

Email

3. Details of representative (please note that correspondence will be sent to you and your representative)

Name

Address

Phone Number

Email

4. Claimant(s) employment particulars

Employment start date

Employment end date (if applicable)

Which site is/was the claimant working on?

5. Completion of internal processes

Has the issue been raised with you in writing?

Yes No

Has the company's internal procedure been completed?

Yes No

If yes, what was the date of the final appeal hearing?

If no, how many more stages are there?

6. Response to claim(s) *(continue on a separate sheet if necessary)*

PLEASE PROVIDE COPIES OF RELEVANT LETTERS AND DOCUMENTATION. This could include copies of your disciplinary and grievance procedure, termination of employment letter, warning letter(s), consultation/meeting minutes etc.

Please provide your response to the claim(s)

7. Breach(es) of the National Working Rules *(continue on a separate sheet if necessary)*

Please provide your response to any allegations of a breach of the JIB National Working Rules

8. Remedy

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

9. Unfair dismissal claims only

Was the claimant given notice?

Yes

No

If yes, please answer the following:

1. How many weeks?

2. Was notice paid in lieu, worked or combination?

3. If it was a combination then how many weeks were paid in lieu?

4. Was the claimant given redundancy pay?

5. 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 read Section 3 of the JIB handbook.

Signed

Dated

Please send this form and accompanying documentation
by email to ir@jib.org.uk

JIB905 January 2023

Established in 1968 by the Constituent Parties:
The Electrical Contractors' Association and
Unite the Union

