

YOUR RIGHTS

in meetings with the boss



THE RIGHT to be told what the meeting is about and if disciplinary action is a possibility.

Never go into a meeting without knowing this.

THE RIGHT to have a representative present

Ask your union delegate if you are a union member
- especially if there could be disciplinary action.

THE RIGHT to all the information

Your employer must tell you what the complaint is, what the proof is, and you should be given a copy of all relevant information. The employer can't use evidence from anonymous witnesses.

THE RIGHT to give your side of the story

You must be given a genuine opportunity to give your side of the story and for this to be taken into account.

THE RIGHT to a fair process

The employer should look into allegations thoroughly and impartially. Decisions should not be rushed.

THE RIGHT to halt the meeting

If you want to take advice, talk privately with your representative, or gather more facts, the meeting can be postponed or you can call for a break.

THE RIGHT to challenge unfair warnings or dismissal

Just because the employer makes a decision, doesn't mean they always get it right.