

Response to a Complaint to the Employment & Equality Tribunal

EET Reference number []

1. Respondent's Details (Note: Only one respondent per form)

1.1 Name of Respondent

1.2 Address (inc. Postcode)

1.3 Please provide details of the individual to be contacted in relation to this matter to whom correspondence should be addressed

Title(s):

(this question must be completed)

Forename(s):

(this question must be completed)

Surname:

(this question must be completed)

Address (inc. Postcode)

(Complete only if different to the address shown in box 1.2 above)

1.4 Primary Telephone Numbers:

Mobile:

Home:

Work:

1.5 E-mail address

(NB if completed all correspondence will be by e-mail)

1.6 Video Hearing Availability

Would you be able to take part in a hearing by audio/visual solutions?

[] Yes (Requires Internet Connection) [] No

2. If You have chosen to be represented by someone else, please give their details:

If you fill this section in we will only send correspondence to your representative in future, **not to you.**

2.1 Representative's Details:

Title:

Forename(s):

Surname:

2.2 Capacity of Representative:

☐ **Isle Of Man Advocate**

☐ **Union**

☐ **Family/Friend**

☐ **HR Provider**

☐ **Other Please specify**

2.3 Address(inc. Postcode):

2.4 Contact Telephone number:

Mobile:

Home:

Work:

2.5 Email address:

(If completed all correspondence will be by email)

3. Response

3.1 Do you resist the complaint:
(this question must be completed)

☐ **Yes** ☐ **No**

☐ **In whole?** ☐ **or in part?**

If you are resisting the complaint in part, or indeed the complaint is about more than one issue, please ensure that clearly identify which aspects of the complaint you are resisting and why.

If you do not resist the complaint in its entirety you should seek guidance from the relevant conciliator to settle the complaint against you.

3.2 If YES please set out in full the grounds upon which you resist the complaint:
(this question must be completed – continue on a separate sheet of paper if necessary)

4. Supporting Documentation

Please **do not** submit any supporting documentation or evidence with this form. If you plan to rely upon documentation or evidence later in the proceedings please provide a simple list of it below, e.g. contract of employment, pay slip etc.

(Please continue on a separate sheet of paper if necessary)

5. Extension of Time Application

If you are not responding to the complaint within 28 days of the date on which you were sent a copy of the complaint, a written application to the Tribunal to extend the time for responding to the complaint must be submitted with your response, including an explanation as to why you could not comply with the time limit. If no such application is made, the response will be returned and treated as if it had not been presented. Please use the box below to give your explanation.

6. Additional Needs

Should you have any additional needs, e.g. any reduced mobility, or restriction in your vision or hearing, or English is not your first language, please let us know if we need to make any special arrangements for you when dealing with your case (e.g. if we need to arrange for a hearing loop, interpreter etc.) If you are unsure, please feel free to contact the clerk and discuss the matter as appropriate.

Declaration

[] I declare that the information I have supplied in this form is correct and true to the best of my knowledge.

Date:

Full Name:

Capacity:

Data Protection

As a statutory requirement some of the information you give us on this form will be held electronically and on a Public Register/Website. We will also send a copy of this form to the Complainant and any third party relevant to the complaint, e.g. the conciliator service provider relevant to the matter.

Except with your express permission we will not send any of your information to any other person whom we don't have an obligation in law to make aware of the complaint.

