

**Right to be accompanied at Interview**

*Pro-forma to assist RMT members:*

**MEMORANDUM TO .....** *(insert name of manager)*

**COMPANY .....** *(insert name of Company)*

Dear Sir or Madam,

**SUMMONS TO INTERVIEW ON .....**  
*(insert date of interview)*

Please confirm that this Interview will **not** be recorded for use in any disciplinary proceedings.

Should you be unwilling to confirm the above then this is to certify that I am formally requesting that you accept my right under the 1999 Employment Relations Act to be accompanied at the above interview by an RMT representative.

If you fail to allow me to be represented, I will only take part in this interview alone under protest, as I believe to be forced to do so is a breach of legislation, is not allowed under the terms of my contract, and is outside of the Collective Agreement covering my employment.

Please confirm that this Interview will take place in working hours.

Please acknowledge receipt of this memorandum and advise me in writing, prior to the Interview, of your decision.

..... Signed

..... Name *(print)*

..... Grade or Position

cc. The General Secretary, or nominated representative of the RMT