

Right to be accompanied at Investigatory Hearing

RMT Circular: No.IR196/05 - 5th May 2005

Pro-forma to assist RMT members:

MEMORANDUM TO (*insert name of manager*)

COMPANY (*insert name of Company*)

Dear Sir or Madam,

SUMMONS TO FACT FINDING INTERVIEW ON
(*insert date of interview*)

Please confirm that this Investigatory Hearing will **not** lead to formal 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.

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

..... Signed

..... Name (*print*)

..... Grade or Position