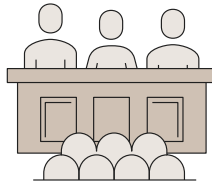


What is an employment tribunal?

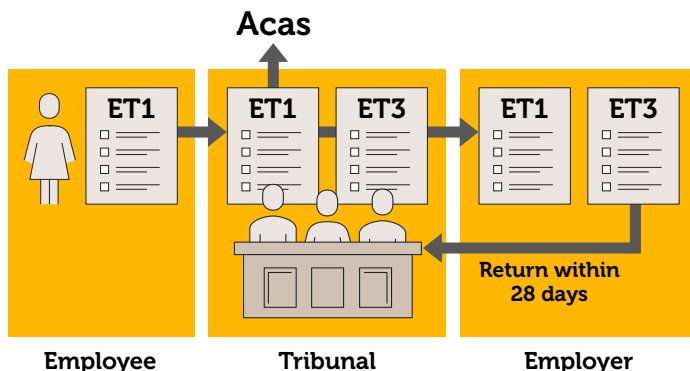
Employment tribunals deal with claims brought against employers by employees. In Northern Ireland they are called industrial tribunals.



Employees must contact Acas first to try to resolve the dispute through early conciliation if matters have not been resolved directly with the employer.

What are the main stages in making an employment tribunal claim?

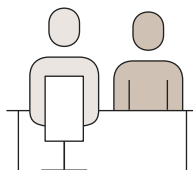
1. Employee completes claim form (called an ET1 form) and submits it to the tribunal.
2. The tribunal sends a copy to Acas and the employer with a form for the employer to complete (ET3 form).
3. Once a claim has been submitted, the ET3 response must be submitted within 28 days using the reference number.
4. The next stages may include a preliminary hearing or the case could be listed for the final full hearing.



What are the top 3 things HR can do to prevent employment tribunal claims?

To reduce the risk of a claim HR practitioners can:

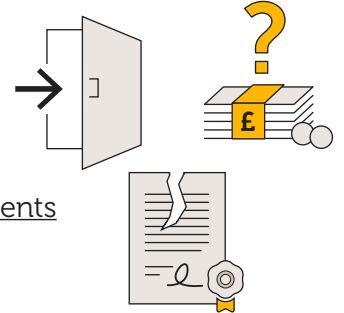
- Review their policies and procedures, especially disciplinary and grievance procedures.
- Train managers to ensure fair treatment and legal compliance.
- Encourage early resolution, working with Acas or internal mediation.



What types of claims are common in an employment tribunal?

HR professionals should be familiar with these frequent tribunal claims

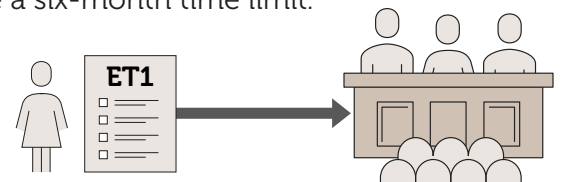
- Unfair dismissal
- Discrimination
- Wage disputes
- Redundancy payments
- Breach of contract



What are the time limits for an employee to bring a claim?

The time limit for many tribunal claims is currently within three months of the date of termination of employment.

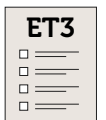
For some claims, for example discrimination, the time limit may be within three months of the act complained about. Other claims, such as for a redundancy payment, have a six-month time limit.



What should HR should do to respond to any employment tribunal claims?

If a claim is made:

1. Acknowledge it promptly: Submit the ET3 form within 28 days.
2. Gather evidence: This can include contracts, emails, performance records.
3. Consider mediation: This could avoid reputational and financial damage.
4. Prepare for hearing: Seek legal guidance.



For more information visit the [tribunals page](#) on the CIPD website.