

Your rights if called into a meeting

There is no such thing as an informal chat or meeting.

Everything that you discuss is potentially on the record.

YOU HAVE THE RIGHT TO REPRESENTATION

Whilst individual circumstances will differ, the following principles should apply if you are requested to attend a meeting with your employer.

PURPOSE OF THE MEETING

Before you attend a formal meeting with your employer, you have a right to know the purpose for the meeting. This is especially important if you believe that you may be receiving a warning in relation to your performance, your ongoing employment or if a complaint has been made against you.

WHAT ARE MY RIGHTS AT THE MEETING?

- You have the right to know what you are suspected of doing or not doing.
- You have the right to take reasonable time to think about your response and this could be some time after the meeting.
- You have the right to a copy of any official record of the meeting.

- Everyone, regardless of circumstance, has a fundamental right to representation at meetings with your employer that have an impact on your employment.
- You may take another staff member, a workplace Union Representative or a Union Advocate to the meeting with you.
- Your representative is there to ensure that your rights are protected and you are treated fairly.
- Your representative has the right to speak.
- If you think it appropriate, you or your representative can call an adjournment to the meeting and discuss what's going on or seek advice from the Union office.

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