

Arbitration Case Preparation Sheet: Reinstatement

A. Background Information of the Dismissed Worker:

Name:..... ID:.....

Employment Contract: Fixed Duration Unfixed Duration No written contract

Position in the Enterprise:.....

Position in the Union:.....

Employment commencement date:

Employment termination date:

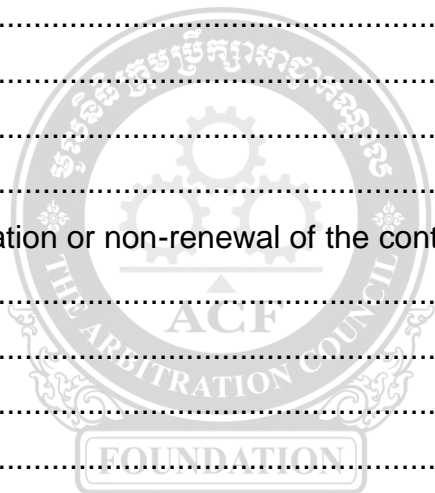
How long has the worker been working for the employer?

Reasons for termination/non-renewal of the contract:

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What incidents led to the termination or non-renewal of the contract? *(Submit evidence)*.....

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B. Background Information of the Union: *(If the dismissed worker is a founder, union leader or worker delegate, please fill in this part)*

Name of the Union *(Local/Federation/Confederation)*:

Election date:.....

Position he/she was elected to:

Date of application for union registration and/or dates of receipt for submission to the Ministry of Labour (MoL):

Date of notification of union establishment, such as names of candidates for union election and/or election results to employer *(submit evidence if any)*:

Date of union certification/registration:.....

C. Dismissal Procedure:

1. If the worker is a founder, union leader or worker delegate as above, did the employer request for authorization from the Labour Inspector before dismissing the worker? No Yes

Date of request for authorization:.....

Date of authorization:.....

2. If the employer dismissed the worker based on the workers conduct or a specific event:

Date conduct/event happened:

Please outline the kind of conduct/event:

Is the conduct covered by the Internal Work Rule (IWR)? No Yes (*Submit evidence*)

What was the procedure of terminating/non-renewal of the worker’s contract?.....

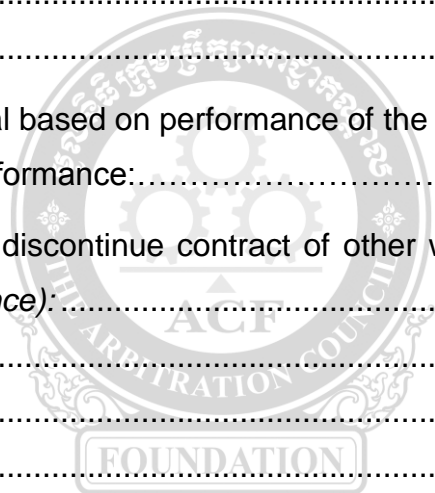
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3. If the dismissal or non-renewal based on performance of the worker:

Date of evaluation of worker performance:..... (*Submit evidence*)

4. Did the employer dismiss or discontinue contract of other workers? Who? When? Are they union members? (*Submit evidence*):.....

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Please bring 5 copies of the evidence to the AC hearing. The copies will be given to the 3 Arbitrators, the other party and SAC.

[This 'hearing preparation sheet' is designed to assist the parties in preparing for hearings at the Arbitration Council. It is not legal advice. Further information and evidence may be required by the Arbitration Panel.]