

## Arbitration Case Preparation Sheet: Demand to Dismiss or Transfer Another Employee

Name of the employee and/or ID number (if known) who the claimant(s) are seeking to have dismissed:.....

Position of the employee who the claimant(s) are seeking to have dismissed: .....

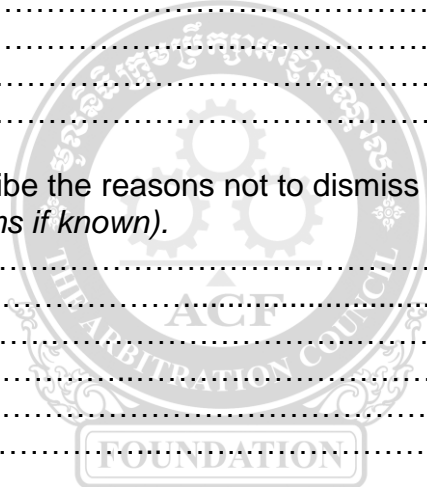
**A. Reasons for Demand:**

1. **For Worker Party:** Describe the reasons for the demand to dismiss or transfer an employee *(Please include legal basis, events, dates, witnesses or relevant information)*.

.....  
.....  
.....  
.....  
.....

2. **For Employer Party:** Describe the reasons not to dismiss or transfer an employee *(Please response to the worker claims if known)*.

.....  
.....  
.....  
.....  
.....



**B. Disciplinary Action:**

1. What are the complaints or disciplinary procedure or process? *(Please provide copy of Internal Work Rules (IWR))*.....

.....  
.....  
.....  
.....

2. What actions were taken to notify of the problem or resolve the problem?

.....  
.....  
.....  
.....

3. What actions did the employer take to follow up the complaints or the problem? How did the action comply with disciplinary procedures? .....

.....

.....

.....

.....

.....

**C. Decision and order of the AC:**

If you are the worker, please state what you want the AC to decide in the Arbitral Award and why:

.....

.....

.....

.....

.....

.....

.....

.....

If you are the employer, please state what you want the AC to decide in the Arbitral Award and why:

.....

.....

.....

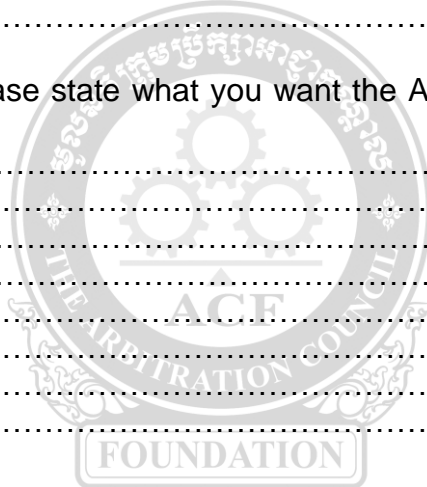
.....

.....

.....

.....

.....



**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.]*