



**Birmingham Peoples  
Centre**

Putting People First

## ACAS Early Conciliation

### Introduction

The ACAS Early Conciliation process was introduced to encourage workers and employers to try to resolve problems without the need to issue a claim to the employment tribunal. Although using the ACAS Early Conciliation process is compulsory for the vast majority of claims it is not required that you enter into negotiations, you can simply ask for the certificate to be issued and proceed to the employment tribunal. However, it is usually advisable to try to resolve your problem at this stage and it is useful to understand your employer's position.

### Action before using the ACAS Early Conciliation process

If you have been dismissed it is a good idea to appeal your dismissal first or raise a grievance if it is another sort of problem. Failure to do so could result in any future award from an employment tribunal being reduced by up to 25% because you failed to follow the ACAS Code.

If there is a reason why you do not want to appeal your dismissal then you are unlikely to have any award reduced. For example, if the relation has broken down irretrievably and you do not feel able to work for the employer again. A successful appeal means that the dismissal "disappears".

### Time limits for completing the form

It is important to be aware that the time for starting the ACAS Early Conciliation process does not stop because you are going through the appeal or grievance process. You should start the process 3 months less a day from the incident you are complaining about.

### Completing the form

You should ensure that you enter the correct details on the form. In particular, the correct legal name of your employer must be used and the registered office. If you input the wrong details and you have time you should complete another form with the correct details. You should seek advice if you have used the wrong details and the time limit has passed.

### Submitting the form

We advise that the form should be submitted on-line. Very soon after submitting the form you should receive an automated response confirming that the application has been successful with a unique reference number. We suggest that you print the response.

An email from ACAS confirming that the form has been received will be sent to you, usually within a few minutes. The email will contain a telephone number that you need to ring.



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