



**Birmingham Peoples
Centre**

Putting People First

ET 1 Box 8.2 Guidance

Reference: Curwen (2017) Employment Claims without a Lawyer (Bath: Bath Publishing) pp: 91-93

Box 8.2 is your chance to set out your version of events and it is a very important part of the ET1. You have to explain, in quite some detail exactly what your employer has done wrong. Curwen in his book, Employment Claims Without a Lawyer, recommends that you set out a history of the complaint using the main dates (oldest first) of what happened, this is known as a chronology of events. In other words your story needs to start right at the beginning and then make its way to the end, date-b- date, event-by-event.

However, do not fall into the trap of trying to remember every single word that was said and spoken. It is very important that you stick to the main facts of what happened. For example:

A letter was sent to me on 20/05/2018 which outlined an allegation of fighting which was considered an act of gross misconduct and invited me to a disciplinary hearing for 25/05/2018.

At the hearing Mr Bloggs my Manager and Miss Know It all from HR were present. During the meeting Mr Bloggs accused me of attacking Mr Pain in the Neck, I denied this and stated that he attacked me first and I was acting in self-defence.

The Employment Tribunal Service and the Judges who sit are all very busy people and have to read hundreds of documents a day. If you start writing down very long-winded, micro accounts and explanations of what happened this is not good. Be precise, be sharp, to the point and stick to the facts.

Never put down anything that you cannot prove because if your case goes all the way to a full hearing the other side will question you about this and if you cannot prove an allegation, however small, this will weaken you as a credible person in front of the Judge. This will not help your case.

If you are not sure about an exact date put something along the lines 'on or about 12/02/2018' such and such happened. If you cannot remember exactly who was present put something along the lines of 'I know Mr Seen it All was there, and I think Mrs I don't Want to Know was also present, however I am not 100% sure about this'.

You will need to state why you are not guilty of the act or actions you were accused of, or why you feel, for example, your dismissal was unfair, or why you feel you have been discriminated against. You need to consider if your employer had other motives for treating you the way they did. For example, if you have been dismissed for gross misconduct, which you consider to be a harsh punishment, could it actually be that they dismissed you because you complained to your line manager a week earlier about a health and safety concern you had. Think hard about what has happened and if you feel things are relevant write them down into section 8.2 of the ET1.

Whatever you are alleging, be it unfair dismissal, unlawful deduction of wages or even discrimination always give examples and try your best to back this up with documentary evidence. For example you could write, *'I was expecting to be paid £300 on 18/05/2018 and I only got paid £200, my pay slip of 25/05/2018 confirms this'*

Or you could write 'I walked into the office at 0850 on 18/05/2015 and Mrs Rude called me a lazy old git, this was later confirmed by Mr Bloggs in the e-mail he sent me dated 19/05/2018 in which he has stated that he heard Mrs Rude call me this'.

Remember you can always get in touch with us at the Birmingham Peoples Centre if you have any questions.



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