

Response to Complaint to Employment & Equality Tribunal

When completed, return this form to: Clerk to the Employment & Equality Tribunal,
Courts of Justice, Deemster's Walk, Bucks Road, Douglas, Isle of Man.
IM1 3AR. Tel: +44(0)1624 685941 Email: tribunals@gov.im
Office opening hours are - [9:30am to 4:30pm Monday to Thursday \(4:00pm Friday\)](#)

**PLEASE COMPLETE CLEARLY IN BLOCK
CAPITALS**

**PLEASE SEE GUIDANCE NOTES FOR QUESTIONS WHICH MUST BE COMPLETED
& FOR TIME LIMITS & RESPONSES SUBMITTED 'OUT OF TIME'**

1. Respondent's Details

1.1 Name of Respondent:

(this question must be completed)

1.2 Address (inc. postcode):

(this question must be completed)

Postcode

1.3 Please provide details of the individual to be contacted in relation to this matter and to whom correspondence should be addressed:

Title: Mr Mrs Miss Ms Other (please specify)

Forename(s):

Surname:

Address (inc. postcode): **(complete only if different to the address shown in box 1.2 above)**

Postcode

1.4 Contact telephone numbers:

Mobile:	Home:
Work:	

1.5 Email address:

**NB. If completed all correspondence
will be by e-mail**

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Please insert the Complaint No. (see correspondence from Trib. Service e.g. 19/87): /

3. If you have chosen to be represented by someone else, please give their details:

If you fill this section in we will only send correspondence to your representative in future, **not to you.**

3.1 Representative's details:

Title: Mr Mrs Miss Ms Other (please specify)

Forename(s):

Surname:

3.2 Address (inc. postcode):

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

3.3 Contact telephone numbers:

Mobile:	Home:
Work:	

3.4 Email address:

NB. If completed all correspondence will be by e-mail

4. Supporting Documentation

Please **do not** submit any supporting documentation or evidence with this form. If you plan to rely upon documentation or evidence later in the proceedings please provide a simple list of it below, e.g. contract of employment, pay slip etc. (Please continue on a separate sheet of paper if necessary)

1. <input type="text"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

5. Additional Needs

Should you have any additional needs, e.g. any reduced mobility, or restriction in your vision or hearing, or English is not your first language, please let us know if we need to make any special arrangements for you when dealing with your case (e.g. if we need to arrange for a hearing loop, interpreter etc.)

<input type="text"/>
<input type="text"/>
<input type="text"/>

6. Please Sign, Date & Print Your Full Name

Signature:

Date:

Please print name:

Data Protection

As a statutory requirement some of the information you give us on this form will be held electronically and on a Public Register/Website. We will also send a copy of this form to the respondent(s) and any third party relevant to your complaint, e.g. the Manx Industrial Relations Service or Office of Fair Trading. Except with your express permission we will not send any of your information to a party not directly involved in your case or to whom we don't have an obligation in law to make aware of the complaint.

Office Opening Hours & Time Limits - The Tribunals Centralised Administration Office opening hours are **9:30am to 4:30pm Monday to Thursday (4:00pm Friday)** and any paperwork filed in accordance with Rule 46(7) of the Employment & Tribunal Equality Rules 2018 that is received after the office closes will be treated as having been delivered the next day that the office is open for business.

Guidance Notes: Completion of a Response to a Complaint to the Employment & Equality Tribunal

These guidance notes have been prepared to assist with the completion of a response to a complaint to the Employment & Equality Tribunal ("the Tribunal") and should be read carefully before you complete and submit your response. They do not purport to be a complete or definitive statement of the law. Further information about the Tribunal is available at the Website: <https://www.courts.im/court-procedures/tribunals-service/tribunals>

You may wish to discuss the matter before responding to the Complaint.

In such circumstances you should contact:

- (a) For **work** related issues the Manx Industrial Relations Service, who provide a free and impartial service, and are available to talk to individuals and employers with regard to matters such as employment rights and employment disputes. They can seek to resolve matters through conciliation either prior to a Complaint being made to the Tribunal, or after a Complaint and Response has been submitted.

The Manx Industrial Relations Service can be contacted as follows:

Tel: +44 1624 672942
Email: iro@mirs.org.im
Website: www.mirs.org.im

- (b) For **education** related issues the person appointed by the Department of Education, Sport and Culture to conciliate in proceedings.

The Department can be contacted as follows:

Tel: +44 1624 685820
Email: admin@doe.gov.im
Website: www.gov.im/about-the-government/departments/education-sport-and-culture/information-and-publications/e/equality-in-education/

- (c) For **any other issue arising under the provisions of the Equality Act 2017** the Office of Fair Trading.

The Office of Fair Trading provides a conciliation service and can be contacted as follows:

Tel: +44 1624 687540
Email: Equality.OFT@gov.im
Website: www.gov.im/about-the-government/statutory-boards/isle-of-man-office-of-fair-trading/equality-act-2017-goods-and-services/

Help may also be available from other sources or you may wish to seek legal advice.

General

A response must be entered by completing the response form and must include certain information as required under the provisions of the Employment & Equality Tribunal Rules 2018 ("the Rules") and the form indicates which sections must be completed.

Time Limit

Please note that there is a **strict time limit of 28 days** in which to submit the response form. The time limit begins on the date on which a copy of the complaint was sent to the Respondent. **Please also note that discussions with the M.I.R.S, or other sources, will not alter or extend the time limit.**

Application for an Extension of Time in Which to Present a Response to a Complaint

An application for an **extension of time in which to present the response** may be made in writing before or at the same time that the response is submitted, and must explain why the Respondent cannot/could not comply with the time limit.

If the response is submitted after the expiry of the time limit or after the expiry of any extension granted by the Tribunal (and no application for an extension or further extension of time has been made) the response will be returned and treated as if it had not been received.

Filling in the Response Form

Please complete the form **clearly in ink**. In the event that there is insufficient space, please continue on a separate sheet(s) of A4 paper as necessary, marking each additional page at the top with the name of the Complainant, the name of the Respondent and with the complaint number which can be found at the bottom right hand corner of the response form.

As indicated below by questions marked with an asterisk (*), certain information **must be provided in the response** otherwise it will be returned and treated as if it had not been presented.

It is important to note that **a Respondent who does not present a response** to a complaint may be precluded from taking any further part in the proceedings (other than in very limited circumstances).

Question 1 – Respondent’s Details

1.1*	It is important that the full, correct name of the Respondent to the complaint is entered here. If a complainant has brought their complaint against multiple Respondents, each individual Respondent will be sent notice of the complaint, together with a response form for completion and return.
1.2*	Give your full postal address as Respondent including the postcode. This will be the address to which correspondence will be sent unless you have chosen to be represented by someone else (see question 3.), or if you have indicated that you wish correspondence to be by e-mail. If you, as Respondent, have chosen to be represented by someone else, correspondence will only be sent to that representative.
1.3	If you, as the Respondent, have identified a contact person, then their details, including postal address and postcode, should be provided here. Such a contact person might be, for example, a Human Resources Manager or a named Director with responsibility to deal with the matter. Please note: unless you as Respondent have chosen to be represented by someone else (see question 3) correspondence will only be sent to the person named in this Section.
1.4	Please provide mobile, home and/or work telephone numbers as appropriate and indicate which you would prefer us to contact you on during normal working hours.
1.5	As e-mail is the preferred method of communication please can you provide your email address at this section. Please note that if you have provided an email address you should ensure that emails are checked every day as all correspondence will be by e-mail.

Question 2 – Response

2.1*	Please indicate by ticking the appropriate box whether or not you, as Respondent, resist the complaint made by the complainant. If the complaint is resisted, please indicate, again by ticking the appropriate box, whether the complaint is resisted in whole or in part.
2.2*	Please provide the grounds upon which you, as Respondent, are resisting the complaint. If you are only resisting the complaint in part, or indeed if the complaint is about more than one issue, please ensure that you clearly

	<p>identify which aspects of the complaint you are resisting and why. Please continue on separate A4 Sheet(s) as necessary, marking each additional page at the top with the name of the Complainant, the name of the Respondent and with the complaint number which can be found at the bottom right hand corner of the response form.</p>
<p>Question 3</p> <p>You only need to fill in this section if you, as Respondent, have chosen to be represented by another person. Once the details of a representative have been provided, correspondence will only be sent to that person, not to you.</p> <p>You, as Respondent, can choose to be represented by someone at any time. If you choose to be represented at a later date you should immediately give notice of your representative to the Clerk to the Tribunal ("the Clerk") and to the other party/parties and to the M.I.R.S.</p>	
<p>3.1</p>	<p>Specify the title, forename(s) and surname of your representative.</p>
<p>3.2</p>	<p>Give the full postal address, including postcode, of your representative. Please note: this will be the address to which all correspondence will be sent in future.</p>
<p>3.3</p>	<p>Please provide mobile, home and/or work telephone numbers as appropriate and indicate which your representative would prefer us to contact them on during normal working hours.</p>
<p>3.4</p>	<p>If your representative is happy to be contacted by email, give their email address. If an email address has been provided, you should ensure that your representative checks their emails every day as all correspondence will be by e-mail.</p>
<p>Question 4 – Supporting Documentation</p> <p>Please do not submit any supporting documentation or evidence with this form. If you plan to rely upon documentation or evidence later in the proceedings please provide a simple list of it, e.g. contract of employment, pay slip etc. (Please continue on a separate sheet of paper if necessary)</p>	
<p>Question 5 – Additional Needs</p> <p>Should you have any additional needs, e.g. any reduced mobility, or restriction in your vision or hearing, or English is not your first language, please let us know if we need to make any special arrangements for you when dealing with your case (e.g. if we need to arrange for a hearing loop, interpreter etc.). If you are unsure, please feel free to contact the Clerk and discuss the matter as appropriate.</p>	
<p>Sign, Date and Print Your Full Name</p> <p>This part should be completed by you, as Respondent, or by your chosen representative.</p>	
<p style="text-align: center;">What Next?</p> <p>Please check that you have answered all of the questions to the best of your ability, paying particular attention to the mandatory questions that are marked with an asterisk, and then forward your response to:</p>	
<p>Clerk to the Employment & Equality Tribunal Tribunals Office Murray House Mount Havelock Douglas Isle of Man IM1 2SF.</p>	<p>Contact details: Tel: +44 (0)1624 685941 Email: tribunals@gov.im Office opening hours 9:30am to 4:30pm Monday to Thursday (4:00pm Friday)</p>

