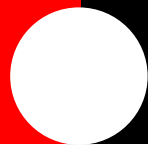


**A Guide to**

**Preparing Written  
Statements of the  
Terms and  
Conditions of  
Employment**



**mirs**

**Manx Industrial Relations Service**

## **About this Guide**

The purpose of this guide is to provide general information as to what must be contained within a written statement of the terms and conditions of employment, in accordance with the provisions of the Employment Act 2006. The areas that must be included are explained in Section A of this Guide on pages 4 to 10. Other areas which do not legally have to be covered but which might be appropriate to include are found at Section B on page 10. An example of a written statement is provided on pages 11 to 18.

This leaflet is only a guide and has no status in law. It does not cover all the rules for every situation, nor does it provide a full interpretation of the rules and it should not be treated as a complete and authoritative statement of the law. Every effort has been made to ensure that the contents are correct at the date shown on the back page.

## **The Manx Industrial Relations Service**

This guide has been prepared by the Manx Industrial Relations Service (MIRS). We are an independent organisation funded by Government and we provide a free and impartial industrial and employment relations service. We are here to help employers, employees and trade unions work together for the prosperity of the Isle of Man.

For further information or if you have any enquiries or comments about this Guide, please visit our website at [www.mirs.org.im](http://www.mirs.org.im) or contact us at:

The Manx Industrial Relations Service  
5th Floor, Victory House, Prospect Hill,  
Douglas, Isle of Man IM1 1EQ

Tel: (01624) 672942  
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Email: [iro@ir.gov.im](mailto:iro@ir.gov.im)



**Manx Industrial Relations Service**

## **What is a written statement?**

It is a written summary of an employee's main terms and conditions. It is not a contract of employment but it is evidence of what the contractual terms are.

## **So what is a contract of employment?**

A contract of employment is an agreement between an employer and an employee. The rights and duties are called the 'terms' of the contract. A contract is made as soon as a job offer is accepted and both sides are then bound by its terms until it has ended (usually by giving notice) or until the terms are changed (usually by mutual agreement). The contract doesn't have to be in writing, but employees are entitled to a written statement of the main terms of employment as detailed within this Guide.

## **Why produce a written statement?**

Most employees are legally entitled to receive a written statement within the first 4 weeks of their employment. As the document contains details about terms and conditions relating to employment it helps to avoid misunderstandings and disputes about contractual terms. It could, for example, be sent to a prospective employee with the letter offering them employment.

## **What happens if I don't issue a written statement?**

Failure to provide a written statement is an offence and employers may face prosecution by the Department of Trade & Industry.

Where an employer fails to provide a proper written statement or where any changes are not notified to the employee within four weeks, the employee can make a request in writing to the employer to supply a written statement or details of the agreed changes. If the employer fails to provide the information within 14 days of receiving the written request, the employee may make an application to the Employment Tribunal. The Tribunal will then determine what should have been contained within the written statement and in addition, will (from December 2007), make an award to the employee of between 2 and 4 weeks' pay. An application can either be made during the employment or within 3 months of the employment ending. (The Tribunal can allow an out of time complaint if there was good reason for the delay).

## **How should I go about writing the statement?**

Write it in clear, plain English and try to avoid the use of jargon. Tailor it to suit the needs of your organisation, taking into account current policies and procedures but ensuring at the very least, that the headings detailed in Section A of this guide are covered. Consult with the employees and where appropriate, their trade union representatives.

A statement should be a summary of the existing employment terms. Writing a statement does not mean that existing terms and conditions can be amended. If you want to alter any existing terms, this needs to be done by consultation and agreement. Further advice on this can be obtained by contacting us.

## **What format should it follow?**

Normally, the statement will be one straightforward document but it can however, refer to other documents such as a staff handbook or a collective agreement, provided the employee has reasonable access to them.

## **How often should I update the statement?**

Any agreed changes to the statement should be notified to the employee in writing as soon as possible. The law says that this must be done within 4 weeks, though the sooner the better. It is not necessary to reissue a complete statement every time there is a change, though it is advisable to do so after several changes have been made.

## **How long should I keep a copy of the statement?**

The employer should keep a copy of the written statement during the employment and for at least 6 months after it has been terminated.

## **Where can I get help and advice?**

This guide is intended to help produce a first draft. The Manx Industrial Relations Service will be pleased to comment on a draft by sending or emailing it to the addresses on page 1. You may wish to seek advice on written statements generally or on more complex issues, such as restrictive covenants, from your Advocate or Adviser. A list of useful contacts can be found on page 19.

# Section A

## Items which must be included in the written statement

### 1. Identity of the parties

Full name of employer

Full name of employee

### 2. Period of Employment

#### a) Date of commencement of employment and continuous employment

Specify the date on which the employment began and whether there is any previous employment which counts towards the continuous period of employment. This could arise where an employee has previously worked for an associated employer or where there was a merger or takeover of the organisation.

#### b) Expected date of termination

If the employment is not intended to be permanent, then the period for which it is expected to continue must be stated. (No end date is needed if the post is permanent). Where the employment is for a limited period, give the date or circumstances that it will end on.

### 3. Job title

State either the title of the job or a brief description of the work involved. It is advisable to clarify the range of duties that are expected, particularly where flexibility may be required.

### 4. Place of work

State where the place of work will be or, where the employee is required to work at various places, this should be indicated along with the employer's address.

If the employee is required to work outside of the Isle of Man for a period of more than one month, state what period(s) this will be for, what currency he will be paid in during that period, any additional pay or benefits for the period and any terms and conditions relating to the

return to work on the Island. The statement must be issued prior to the employee leaving the Island.

## **5. Pay**

The statement must contain clear information about the rate of pay or the method of calculating pay and the pay intervals. Where pay is made through a bank, it is also useful to advise employees that it is their responsibility to let the employer know their correct bank details. In addition it is useful to include the following information where applicable:

- the day or date on which each payment is made and what period it covers
- the method of payment (cash, cheque, credit transfer etc.)
- overtime rates and when they apply
- details of any other allowances or payments that may be due
- circumstances that might give rise to deductions from pay (other than statutory deductions such as Income Tax and National Insurance). This information must be given to the employee in writing, otherwise the deduction may be unlawful.

## **6. Hours of work**

Specify any terms and conditions relating to hours of work. This should include normal working hours, shift patterns and details of any flexibility needed e.g. because of seasonal needs of the business. Terms and conditions of overtime should be stated, including whether overtime is considered to be voluntary, compulsory or guaranteed and how much notice would normally be given.

There are different provisions for shop workers both in hours worked and Sunday working. The statement must make it clear that they are not obliged to work for any spell or period for:

- more than 5 hours without an interval of at least 30 minutes; or
- a total number of hours, exclusive of intervals allowed for meals and rest in excess of 10 hours in any 24 or 44 hours in any week.

In addition, within 2 months of commencing employment, the employer must issue the Shop Worker with a statement relating to working on Sundays, Christmas Day and Good Friday. (For more information on this, please contact us – see page 1).

## **7. Annual Leave (Holidays) and Public/Bank Holidays**

Annual leave and holiday entitlement are areas which are often a source of misunderstanding and care should be taken to ensure that intentions are clearly stated. Part time workers have a right not to be treated less favourably than full timers and holiday entitlements should be calculated using a proportionate amount (pro-rata) of the full time entitlement.

### **a) Annual Leave**

From 30 September 2007, the law will provide for a minimum entitlement of 4 weeks' paid annual leave each year which can include all or any of the public holidays if employees are paid and not required to work on such days. Clearly state what the annual leave entitlement is and how this accrues.

Information should also be given as to how any entitlement to accrued holiday pay on the termination of employment is calculated and similarly, what happens if too much holiday has been taken at the date of termination. The DTI has a separate booklet on the Annual Leave Regulations (ALR) which covers this in more detail.

### **b) Public Holidays**

State any entitlement to public holidays, giving a clear indication of what happens about work and pay on these days. If the organisation does not recognise all 10 bank holidays on the Isle of Man, it is useful to state which ones are recognised. If employees are required to work on a bank holidays, state what the rate of pay and any other benefits they will receive.

Also consider mentioning the following issues:

- when does the organisation's holiday year start and finish ?
- how is holiday entitlement worked out for part years of service?
- how is any pro rata entitlement for part-time workers calculated?
- what arrangements if any, exist for carrying a year-end balance forward into the following year?
- are there any restrictions as to when holidays cannot or must be taken?
- how to apply for leave
- how is holiday pay calculated for those whose earnings or hours are not the same from week to week, for example piece workers?

Any provision which you include should not be any less favourable than those contained within the ALR

## **8. Sickness absence**

It is important to state the arrangements that will apply if an employee is unable to work due to sickness or injury including any provisions for payment during sick absence and how and when employees should notify the employer.

There is no legal obligation to pay for periods of sick absence but it should be clearly stated whether the organisation does or does not have any provisions for sick pay. Where there is an organisational sick pay scheme, the conditions for receipt of any payment need to be clearly detailed including the amount of any payment and the duration.

For information, employees may be able to claim Incapacity Benefit from DHSS from the fourth day of sickness but can self-certify themselves for the first seven days of absence. Only if their incapacity lasts for more than 7 days are they required to submit a medical certificate from their doctor. DHSS can supply a copy of a doctor's certificate to the claimant, on request.

It should be noted that where the employer requires certification of absence, a doctor will usually supply a medical certificate from the seventh day of absence. A doctor will usually charge a fee for certificates required within the first 7 days of absence.

## **9. Pensions and Retirement Age**

Employers are not legally obliged to offer a pension scheme to their employees but the written statement must make it clear whether **or** not a pension scheme is available. Where there is an organisational company pension scheme it is quite normal for the full details of that scheme to be contained within a separate document and the law allows for this. The written statement must also specify whether **or** not a contracting-out certificate is in force in respect of the employment. (This relates to whether the employer has contracted out of the second state pension scheme, S2P).

The normal retiring age for employees should also be specified.

## **10. Notice of termination of employment**

The length of notice required to terminate the contract of employment which the employer is required to give the employee and the employee is required to give to the employer must be specified. The Employment Act 2006 specifies the minimum period of notice that must be given but the parties are free to agree longer periods where they consider this appropriate.

The **minimum** periods of notice as provided for in the Employment Act are as follows:

### **a) Notice from the employer to the employee**

after one month's service - one week's notice;  
after two years' service - two weeks' notice rising by one week for each additional completed year's service to a maximum of twelve weeks after twelve years' service.

### **b) Notice from the employee to the employer**

after one month's service - one week's notice ;  
after two years' service - two weeks' notice rising by one week for each additional year's service to a maximum of four weeks after four years' service.

## **11. Disciplinary rules and procedure**

Include details of any disciplinary rules and procedures that exist within the organisation. This information can be included in the written statement or alternatively, by referring to a separate but reasonably accessible document i.e. a staff handbook or intranet site.

It is important that employees know the standards of conduct and behaviour that are expected of them.

The written statement should also specify a person (usually by job title) to whom an employee can appeal if they are dissatisfied with any disciplinary action taken against them.

## **12. Grievances**

The person to whom an employee can apply where they have a grievance relating to their employment and the manner in which this should be done must be clearly stated within the written statement. If there is more than one stage to the grievance procedure, the additional stages should be stated.

## **13. Collective Agreements**

If there are any collective agreements in place which directly affect the terms and conditions of employment, these must be stated.

A collective agreement is a binding agreement that is made by or on behalf of, one or more trade unions/employees' associations.

Collective agreements could for example, relate to holidays by providing a more generous allowance than the law requires, disciplinary procedures, trade union membership or how negotiation/consultation will take place in the organisation.

Further information on this subject can be obtained from the Manx Industrial Relations Service.

## **Section B**

### **Items which may also be included in the written statement**

It may be considered appropriate to include additional items in the written statement, even though the law does not require it. These could be, for example

- procedures for lay-off and short-time working
- terms and conditions relating to the use of company vehicles
- policy on private telephone calls, mobile phones,
- policy on email and internet use
- policy regarding staff purchases
- policy on parental leave (maternity and paternity)
- procedures for claiming expenses
- smoking, drugs and alcohol policies
- outside interests, restrictions on secondary employment
- circumstances that may result in a deduction being made from pay
- employee's signature \*

\* there is no legal requirement that an employee must sign their written statement. However some employers prefer a signature to confirm that the employee has received a copy of the statement and/or has accepted the terms and conditions.

The above are just some examples of what may be included. Where there are several policies or issues, it may be more appropriate to include these in the organisation's handbook and/or intranet site and then make reference to these within the written statement. In practice, each organisation should find the solution which best fits its own needs.

If there is any doubt as to what should or should not be included within the written statement, please contact the Manx Industrial Relations Service, the DTI Inspectors, your Advocate or Adviser for advice.

# **An example of a written statement of Terms and Conditions of Employment**

**Name of employer:** ABC Wholesale Trading Ltd  
1 High Street  
Douglas  
Isle of Man IM1 9AA

**Name of employee:** Amanda Jones

## **1. Commencement of Employment & Continuous Employment**

Your employment with us began on 22 May 2006. Your previous employment with XYZ Wholesalers (which ABC Wholesale took over), counts as part of your continuous period of employment which therefore began on 9 April 2001.

## **2. Job title and Place of Work**

You are employed as a Sales Administrator at the above address. You will however be required to travel to customers' premises on the Island for which you will be paid the agreed rate of mileage.

You will be required to visit customers, process orders, carry out general administrative duties, prepare monthly statistics, carry out invoicing and banking operations. In addition you will be required to provide cover on the Reception during busy periods and undertake any other reasonable duties allocated by your Manager.

## **3. Pay**

You will be paid by direct credit transfer into your bank account every Thursday for all work done up to and including the previous Friday. Your current rate of pay is £10.50 per hour. You should give at least one month's notice of any changes to your bank details to ensure that your salary is paid on time.

You will be paid an attendance bonus of £10.00 per week for each week in which you are absent for no more than one hour for any reason. Authorised overtime will be paid at 1.5 times your normal hourly rate for all hours worked in excess of your contracted weekly hours, with the exception

that any required work on Sundays will be paid at double time. Overtime must only be worked with prior management approval.

The company operates an incentive scheme for your job. Payments under this scheme will be at 0.5% of sales value on all orders delivered and paid for by your customers. This will be paid with your normal salary twice per year on the last pay day in March and September. Your eligibility for payment will cease immediately on the termination of your employment and only staff employed at the date on which bonus payment are made, will be considered for such payments.

#### **4. Hours of work (for non shop workers)**

Your normal hours of work are 35 hours per week, 9.00 to 5.00, Monday to Friday. There is a one hour unpaid lunch break.

Where customer demands require, you may be required to work overtime at short notice. Otherwise, overtime is voluntary and by arrangement with your manager.

You will be required to work the first Sunday in October each year for stocktaking.

Your working hours may be varied from time to time if company opening times are changed.

#### **4. Hours of work (for shop workers)**

Your normal hours of work are 37.5 hours per week over 5 days. This is spread over 5 days, Monday to Saturday from 9.00 to 5.30. There is a one hour unpaid lunch break.

Where customer demands require, you may be required to work overtime at short notice. Otherwise, overtime is voluntary and by arrangement with your manager.

You will be required to work the first Sunday in October each year for stocktaking. As a shop worker, you have the right not to work on Sundays, Good Friday and Christmas Day. If you choose not to work on these days, you must give one month's notice, in writing, to the Managing Director to confirm this.

Your working hours may be varied from time to time if company opening times are changed but you will not be expected to work in any period for:

- more than 5 hours without an interval of at least 30 minutes;
- a total number of hours, exclusive of intervals allowed for meals and rest, in excess of 10 hours in any 24 or 44 hours in any week.

You will be issued with a separate statement during the first 2 months of your employment about working on Sundays, Christmas Day and Good Friday.

## **5. Annual Leave (Holidays) and Public/Bank Holidays**

You are entitled to 24 days' paid holiday in a full holiday year which accrue on a pro-rata basis. The holiday year runs from 1 April to 31 March.

Holiday pay is made at your basic rate.

If for whatever reason you leave our company having taken in excess of your accrued entitlement, we reserve the right to deduct the appropriate amount from your wages. Any accrued holiday not taken will be paid for at your normal basic rate. This will be calculated by working out how much annual holiday you were entitled to for the part of the year that you have worked and taking away any days you have already had.

Holiday dates must be agreed at least 4 weeks in advance with your manager. Holidays not taken cannot be carried forward to the next year and payment in lieu of these will not be made.

In addition, to the 24 days paid holiday, you are also entitled to 10 paid public holidays per year. To qualify for payment, you must attend work on the working days before and after the holiday unless prevented from doing so by certified sickness or approved absence.

## **6. Sickness absence**

You must notify your Manager of any absence as early as possible on the first morning of absence and thereafter keep us informed as to your likely date of return.

Absence of 4 to 7 days must be covered by self-certification. Periods of longer absence must be supported by a doctor's certificate.

On your return to work you must report to your Manager prior to starting work.

After 1 year's service we will pay you up to 4 weeks' sick pay in a 12 month period. No payment is made for the first 3 days of any period of sickness. If your entitlement to sick pay runs out, you will be required to serve a requalifying period of 3 months' attendance.

While being paid company sick pay, you will be required to claim and reimburse the company with any Incapacity Benefit to which you are entitled from the Department of Health and Social Security.

In the case of lengthy or persistent short-term absence, we reserve the right to refer you (at our expense) to a company appointed doctor in order to determine your fitness to continue in our employment.

**Note:** *If the organisation does not have a sick pay scheme, this still needs to be clearly stated.*

## **7. Notice of termination**

### **a) By Employee**

After you have been with us for 1 month, you must give us 1 week's notice of leaving, increasing to 2 weeks after 2 years, 3 weeks after 3 years and 4 weeks after 4 years or more.

### **b) By Employer**

After 1 month's service you are entitled to receive 1 week's notice. This increases to 2 weeks after 2 years' service and then by a further week for each complete year served up to maximum of 12 weeks after 12 years.

Failure to give and/or work out your notice without agreement will result in an equivalent amount of pay being deducted from any wages owing to you.

## **8. Company vehicles**

You are provided with a company van in order to carry out your calls. You may also use the van for journeys to and from home as long as you provide the fuel needed.

All fuel required for business use must be purchased at the Speedwell Service Station and charged to the company account.

It is your responsibility to keep your vehicle clean and tidy and you are expected to clean it monthly during working hours (at the company's expense).

All accidents must be reported immediately to your supervisor and an accident report form completed as soon as possible afterwards.

In the event of your having a blameworthy accident, you may be held responsible for the insurance excess of £50 and this may be deducted from your wages at not more than £10 per week.

## **9. Staff purchases**

You may purchase goods from the company for your own use or for other members of your household. Obtaining goods for others is a serious disciplinary matter which could lead to your dismissal. Goods must be paid for in full and a receipt must be obtained before being removed from the site.

## **10. Disciplinary rules and procedure**

Our aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken if your conduct does not match the standards that we expect.

At each stage of this formal procedure, you will be informed of the issue and with the exception of gross misconduct, given constructive criticism and the chance to rectify the problem with an emphasis on finding ways in which you can remedy any shortcomings. Disciplinary action will normally be taken by your manager and you will be given written confirmation of any formal warning that you receive.

No disciplinary action will be taken against you until a full investigation has been carried out and you have attended a disciplinary hearing at which you will have a chance to explain your actions or inactions. You may be accompanied by a colleague or trade union representative of your choice at any disciplinary hearing.

The following procedure may be implemented **at any stage**, depending upon the seriousness of the issue but will not apply during the first three months of your employment which are classed as a probationary period.

# Procedure

## Investigation

In all cases the matter will be investigated and you will be informed as to the outcome. Where the allegation relates to an issue of gross misconduct, you may be suspended on full pay to allow the investigation to run smoothly.

If the investigation suggests that misconduct has occurred, you will be invited to attend a disciplinary hearing.

## Disciplinary Hearing

You will be advised what the problem is and when to attend the disciplinary hearing. You are entitled to be accompanied by a work colleague or Trade Union Representative. At the hearing you will be given the opportunity to put your case forward. If having heard all the evidence, the case against you is proven, then one of the following stages (either a or b), will be implemented:

### a) Disciplinary stages

#### **Stage 1 – oral warning**

If conduct or performance is unsatisfactory, you will be given an oral warning. Such warnings will be recorded, but disregarded after 3 months of satisfactory service. You will also be informed that action at Stage 2 may be taken if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning).

#### **Stage 2 – first written warning**

If an offence is sufficiently serious, or if there has been no improvement in conduct or performance despite a previous warning, or if a further offence of a similar kind occurs, a first written warning will be given which will include the reason for the warning and a note that if no improvement results within a specified period, action at Stage 3 may be taken. This first written warning will be disregarded after 6 months.

#### **Stage 3 – final written warning**

If the conduct or performance is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning but

insufficiently serious to justify dismissal, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within a specified period, action at Stage 4 may be taken, which may include dismissal. This final written warning will be disregarded after 12 months.

#### **Stage 4 - dismissal or action short of dismissal**

If the conduct or performance has failed to improve within the required timescale, you may be dismissed or be subject to an action short of dismissal which may include: - demotion, transfer, loss of seniority (as allowed in the contract). You will be advised in writing of any decision and in cases of dismissal, the reasons for your dismissal.

#### **b) Gross Misconduct**

If following the disciplinary hearing, it is confirmed that you have committed an act(s) of gross misconduct then the normal consequence will be summary dismissal without notice or pay in lieu of notice. The following are examples of what we consider to be gross misconduct, the list is for guidance and is not exhaustive:

- Theft or unauthorised possession of company, colleagues' or customers' property
- Attending work under the influence of alcohol or non-prescribed drugs
- Fighting or assault
- Racial or sexual harassment or bullying
- Smoking in non designated areas
- Negligence resulting in unacceptable loss or risk of injury
- Inappropriate use of the company internet and email

#### **Appeal Procedure**

You have the right to appeal against any disciplinary penalty given to you at any of the above stages. You should submit your appeal, in writing to the Managing Director within 5 working days.

***NOTE:*** *If there are circumstances or situations within the organisation which would breach a particular rule and which may be regarded as gross misconduct, these should be clearly stated in the examples of gross misconduct.*

## **11. Grievance and grievance procedure**

### **Stage 1**

If you have a grievance about your employment you should first raise it verbally with your line manager.

### **Stage 2**

If the reply given at stage 1 does not satisfactorily resolve your grievance, you should detail your grievance in writing, submitting it to the Area Manager.

### **Stage 3**

If the matter remains unresolved, you may appeal in writing to the Managing Director who will aim to give you a decision within 5 working days. This decision will be final.

## **12. Pensions and Retirement Age**

No company pension is provided and a contracting out certificate is not in force in respect of this employment. The normal retirement age is 65.

## **13. Collective Agreements**

There are no collective agreements in place that affect the terms and conditions of your employment.

I acknowledge receipt of this Statement of Appointment relating to the terms and conditions of my appointment and have read the same.

Signed .....

Date .....

(one copy to be retained by the employee - signed copy to be returned to the employer).

# Useful Contacts

## **The Manx Industrial Relations Service**

5th Floor  
Victory House  
Prospect Hill  
Douglas IM1 1EQ

Tel: 672942 Fax: 687050  
Email: [iro@ir.gov.im](mailto:iro@ir.gov.im) Web: [www.mirs.org.im](http://www.mirs.org.im)

As well as having certain statutory conciliation functions, MIRS gives free and impartial advice to both employers and employees and publishes leaflets on certain areas of employment law including:

- A Guide to Redundancies;
- A Guide to Conciliation

## **Department of Trade & Industry**

Hamilton House  
Peel Road  
Douglas IM1 5EP

### **a) DTI Inspectors**

Tel: 682385 / 682386 Fax: 682388  
Email: [inspectors@dti.gov.im](mailto:inspectors@dti.gov.im)  
Web: [www.gov.im/dti/employment/inspectors](http://www.gov.im/dti/employment/inspectors)

For guidance and enforcement in respect of matters including written statements of terms and conditions of employment; pay statements; work permits; minimum wage; compulsory insurance and inspection of employment agencies

### **b) DTI Employment Legislation and Policy Unit**

Tel: 682371 / 682372 Fax: 682355  
Email: [emplaw@dti.gov.im](mailto:emplaw@dti.gov.im) Web: [www.emplaw.gov.im](http://www.emplaw.gov.im)

The employment rights website contains copies of primary legislation as amended, codes of practice and other statutory instruments.

## **The Employment Tribunal**

The Clerk to the Employment Tribunal  
5th Floor  
Victory House  
Prospect Hill  
Douglas IM1 1EQ

Tel: 672942

Fax: 687050

Web: [www.gov.im/dti/employmentrights/tribunals.xml](http://www.gov.im/dti/employmentrights/tribunals.xml)

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