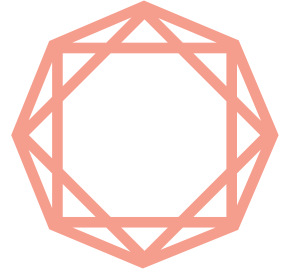


Employee Checklist

Responding to Show Cause Letters

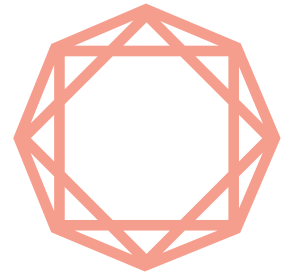


1. **Understand the Purpose of the Show Cause Letter**
 - Recognise that the show cause letter is a response opportunity for alleged policy breaches or misconduct.
 - If you believe that your employer has issued the letter unlawfully or for ulterior purposes, seek immediate legal advice.
2. **Identify the Allegations**
 - Carefully read the letter and understand the specific allegations against you.
 - Highlight or underline relevant issues to avoid missing any crucial points.
3. **Review Policies and Procedures**
 - Check for relevant policies, such as the Code of Conduct, Employee Handbook, or grievance policy.
 - Request copies of policies if needed.
4. **Assess Response Time Frame**
 - Determine if the given timeframe allows sufficient time for consideration and response.
 - Request an extension if the provided timeframe is unrealistic, ideally after obtaining legal advice.
5. **Draft a Timeline and Draft Response**
 - Create a timeline of events related to the allegations before you attempt to respond to the show cause letter.
 - Gather relevant supporting documentation.
 - Craft a clear and concise response, addressing each element of the allegation/s (if applicable) or the proposed disciplinary action.
6. **Fine-tune Your Response**
 - Ensure your response maintains a professional and courteous tone.
 - Structure your response with headings, paragraphs, and numbering for clarity.
7. **Consult an Employment Lawyer**
 - Seek legal advice before finalising and submitting your response.
 - Get vital insights on improving your response and making sure you understand your legal rights and are not missing anything.



Employee Checklist

Responding to Show Cause Letters



- 8. Seek Emotional Support**
 - Prioritise your mental health and seek support from an Employee Assistance Program (EAP) or your doctor where required.
 - Ensure you have an adequate emotional support network.

- 9. Submit Your Response**
 - Submit your response within the provided timeframe, preferably via email.

- 10. Await the Outcome**
 - Be sure to maintain confidentiality throughout the process.
 - If dismissed, assess potential claims and seek legal advice promptly.
 - Be aware of strict time frames for claims, such as unfair dismissal (21 days from the date the termination takes effect).

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