

AGE DISCRIMINATION DISMISSAL QUESTIONS

Reasons for Dismissal

- 1 Why was I dismissed?
- 2 Was I dismissed for a reason related to my age?
- 3 Please state the criteria which were used in the decision to dismiss me.
- 4 Please state the name, job title and age of the person(s) who made or contributed to the decision that I should be dismissed.
- 5 Please provide full details of my role, duties and responsibilities prior to my dismissal.
- 6 Please provide full details of the name, job title and age of the person(s) carrying out any of the duties previously undertaken by me.

Disciplinary Procedure

- 7 Please specify which, if any, stages of the disciplinary procedure were followed in my case and state the outcome.
- 8 Please state the name, job title and age of all staff dismissed by the Respondent within the last three years stating the reason for the dismissal and the stage of the disciplinary procedure reached at the time of each dismissal.

Investigation

- 9 Please provide all details of any investigation which was carried out prior to the decision to dismiss me. In particular:
 - (i) Please state the name, job title and age of the persons who carried out the investigation;
 - (ii) Please state the name and job title of any person

interviewed as part of the investigation;

- (iii) Please state the outcome of the investigation;
- (iv) Please state the name and job title of the person(s) who decided the matter should progress to a disciplinary hearing;
- (v) Please state the reason for invoking the disciplinary process.

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) a copy of the Respondent's Disciplinary Policy/Procedure;
- b) copies of any recorded warnings made to me during the course of my employment;
- c) copies of notes, memos and statements taken in the course of the investigation;
- d) all correspondence, notes, minutes, memoranda, e-mails and documents relevant to my dismissal.