



[name]  
[address]

## How to avoid costly employment tribunals - for good!

Attend your local ACAS 'Discipline & Grievances' seminar on [insert date]

*For those companies with a makeshift (or in some cases non-existent) policy for discipline complaints and hearings, you could face one or more tribunals this year. And with the maximum **penalty for getting it wrong** being close to £54,000, I'm sure you'd agree at only £70.50 (including VAT) the seminar is 4 hours well spent.*

Dear Mr Sample,

As an experienced ACAS advisor, I'd like to bring something to your attention. Employment tribunals can hit you hard. And with one in two organisations facing at least one case filed against them every year, it's critical to be in control of the situation.

Fortunately, you don't have to face this daunting reality alone.

Each year ACAS' seminars and conciliation service help 75,000 businesses, just like yours, resolve workplace problems before they reach a tribunal. Relevant for managers and HR personnel alike, they'll typically save your organisation money, time and potential damage to your employment relations.

### Handling discipline and grievances in the workplace - an ACAS seminar

10am, [insert date]

THE SWAN HOTEL – COLCHESTER, ESSEX

Hosted by ACAS experts, the seminar contains everything you need to develop a correct discipline procedure in your business - and help you avoid the courtroom.

#### **Ready to improve staff morale and productivity?**

Then book your place on this ACAS seminar and call

☎ **01284 774500** with your chequebook handy, or complete  
and return the enclosed booking form.

*See our money-back guarantee on the following page...*

### **THE FINANCIAL PENALTIES OF YOUR BUSINESS DOING NOTHING**

- The average cost per tribunal is £4,000 if settled out of court – 75% of cases are!
- Hired advisors charge upwards of £75 per hour
- £££s wasted in management time
- Paying compensation if you lose. You must cover their loss of earnings up to the date of the tribunal, up to a maximum of £54,000
- Furthermore, you'll still be forced to foot a significant legal bill if you win
- An unproductive workforce, who feel victimised and demotivated.

### ***The benefits...***

#### **...YOU'LL ENJOY FROM ATTENDING THE SEMINAR AND IMPLEMENTING A CORRECT DISCIPLINARY PROCEDURE FOR YOUR BUSINESS: -**

- Clear procedures with the ACAS 'best practice' guidelines
- Raise staff morale and productivity without investing a penny more
- Good manager-staff relationships, enabling your business to deliver the quality service that sets you apart from the competition
- Opportunity to approach and resolve specific issues with one-to-one consultation with a dedicated ACAS representative after the seminar
- Full telephone support for specific issues or ad hoc enquiries.

**So whether you're a new or established company, you'll learn how to improve your managerial skillset and business procedures – and avoid going to costly tribunals!**

**The day itself comprises of:** several case studies (carefully selected from real business situations); an interactive Q&A session; a step by step guide through the current legislation; advice on identifying and correcting performance gaps; screening of a concise 'best practice' video (including what not to do!); and of course a tutorial discussing how to carry out successful disciplinary hearings. Refreshments and a buffet lunch are also included in the £70.50 fee.

#### **Stop a problem becoming a crisis and build better relationships in the workplace**

Founded in 1974, ACAS have hosted over 4,000 seminars and resolved over 570,000 workplace disputes. So you can be certain that you're dealing with the industry experts. As such we're committed to making this seminar a success for your company. Here's what previous attendees have had to say...

*"Easy to apply and very down to earth. ACAS quickly illustrated the dangers we were facing and provided a step-by-step guide for our 30 managers to follow. That's why we've no hesitation in recommending their disciplinary seminars to other companies."*

Douglas Cox, Group HR Manager, **Williams Refrigeration**

*“ACAS seminars provide an excellent source of information and an opportunity to discuss problems one-to-one. In the four years we have been dealing with them they have ably assisted us with a range of issues. We feel confident that by talking to ACAS we can avoid making unnecessary errors in our policies and working practices.*

Carol Warnes, Personnel Manager, **Floranova**

**We'd like to make you an offer.** Book your place on this seminar before [insert date] on 01284 774500 and you'll receive a bonus ACAS handbook entitled 'The 7 Keys to Successful Employment Relations'.

**Better than risk free guarantee.** If for whatever reason, you feel that the seminar has not been worthwhile we'll refund your full £70.50. No questions asked. And as a thank you for attending, the bonus ACAS handbook is yours to keep, free of charge and with our blessings.

With that in mind, you have nothing to lose! So call us now on 01284 774500 to book your place on the seminar. Remember, these seminars are extremely popular. So places are strictly on a '**first come first served**' basis.

I hope this letter has gone some way to outline the importance of having a professional disciplinary procedure in your organisation.

Yours sincerely,

Steve Dudley  
Senior ACAS Conciliator

P.S. **And don't forget**, we're on hand after the seminar, or via telephone, to discuss any specific employment issues your business may have. This service is 100% confidential. You'll also receive copies of our ACAS guides summarising the points covered and a 'how to' handbook for introducing, implementing or simply updating disciplinary procedures in your business.

P.P.S. **One more thing**, if you cannot attend this date, don't worry. Call us on **01284 774500** and we'll send you a complimentary copy of our self-help guide 'Producing disciplinary and grievance procedures'. We'll also keep you informed of any future seminars in your area, or you can log on to [www.acas.co.uk](http://www.acas.co.uk) to get details of other current events in your area.