

# Your rights if called into a meeting



You have the right to know what the meeting is about before you attend.

## You have the right to representation

Whilst individual circumstances will differ, the following principles should apply if you are requested to attend a meeting with your employer.

### Purpose of the meeting

Before you attend a formal meeting with your employer, you have a right to know the purpose for the meeting. This is especially important if you believe that you may be receiving a warning in relation to your performance, your ongoing employment or if a complaint has been made against you.

### What are my rights at the meeting?

- You have the right to know what you are suspected of doing or not doing.
- You have the right to take reasonable time to think about your response and this could be some time after the meeting.
- You have the right to a copy of any official record of the meeting.
- Everyone, regardless of circumstance, has a fundamental right to representation at meetings with your employer that have an impact on your employment.
- You may take another staff member, a workplace Union Representative or a Union Advocate to the meeting with you.
- Your representative is there to ensure that your rights are protected and you are treated fairly.
- Your representative has the right to speak.
- If you think it appropriate, you or your representative can call an adjournment to the meeting and discuss what's going on or seek advice from the Union office.



**Advice | Support | Representation:**  
**1300 366 378**

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