

What to do when a meeting is called

- **DO ASK** the manager what the meeting is about?
- **DO ASK** the manager if the meeting may lead to a disciplinary process? if "yes" then...
- **DO TELL** the manager you want to access NUPE support.
- **DO CONTACT** your delegate and/or your Union Organiser for support.
- **DO NOT MEET** until NUPE support can be arranged.
- **DO NOT ANSWER** any questions until you have NUPE support (anything you say can be used against you)
- **DO TAKE** notes of all discussions.
- **DO NOT PANIC**— there is a process that the employer must follow.

www.nupe.org.nz

co-operation without compromise



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