

Addendum A - Small Business Fair Dismissal Code Checklist

It is in the interests of the employer to complete this checklist at the time of dismissal and to keep it in case of a future unfair dismissal claim. However, it is not a requirement of the Fair Dismissal Code that the checklist be completed.

SMALL BUSINESS FAIR DISMISSAL CODE CHECKLIST:-		YES	NO
1.	How many employees are employed in the business? <i>(Include full-time, part-time and regular long-term casual employees as well as the dismissed employee and any other employee dismissed at the same time).</i>		
	• Under 15 employees	<input type="checkbox"/>	<input type="checkbox"/>
	• 15 employees or more [If under 15 employees, the Fair Dismissal Code applies]	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the employee been employed in this business as a full-time, part-time or regular casual employee for 12 months or more?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you dismiss the employee because of genuine redundancy as set out in the Code? If Yes, explain the reason for the redundancy:- (for example, economic downturn, introduction of new technology therefore requiring less staff, or another such reason)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do any of the following statements apply? I dismissed the employee because I believed on reasonable grounds that:		
	a. The employee was stealing money or goods from the business.	<input type="checkbox"/>	<input type="checkbox"/>
	b. The employee defrauded the business.	<input type="checkbox"/>	<input type="checkbox"/>
	c. The employee threatened me or other employees, or clients, with violence, or actually carried out violence in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
	d. The employee committed a serious breach of occupational health and safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you dismiss the employee for some other form of serious misconduct? If Yes for what reason?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **Yes** to **any question in parts 3, 4 or 5**, you are not required to answer the following questions.

