

## Taking action about discrimination at work - flowchart

### Before you take action – check:

- that unlawful discrimination has taken place according to the **Equality Act 2010**
- the **time limits** – you have 3 months from when the discrimination happened to make your claim in the employment tribunal



### Step 1: Informal action

Try to resolve your problem by talking to your employer first.

Consider mediation - you can contact Acas for help with mediation: [www.acas.org.uk](http://www.acas.org.uk)



### Step 2: Formal action

Raise a written grievance or make a written complaint

Send your employer the Acas questions and answers form. You can find the form and guidance at [www.acas.org.uk](http://www.acas.org.uk)

You may also be able to report the employer to the Equality and Human Rights Commission: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)



### Step 3: Consider conciliation

You can contact Acas about conciliation: [www.acas.org.uk](http://www.acas.org.uk)



Your problem hasn't been resolved and you want to make a claim in the employment tribunal



**Step 4: Notify Acas** of your intention to make a claim - Acas invites you to try Early Conciliation

**If Early Conciliation doesn't resolve your problem**



**Step 5: Make a discrimination claim in the employment tribunal**