

Key Considerations When Seeking Legal Support for Workplace Discrimination & Harassment



Prepare a Timeline of Events

Make a brief note of the main incidents or decisions that have caused you concern.

Try to include:

- When the treatment first began
- What happened and who was involved
- Important comments or conversations
- Decisions relating to your role, pay, promotion or working arrangements
- Any disciplinary, performance or redundancy processes
- When you raised concerns with your employer
- What happened after you complained
- The date your employment ended, if applicable

A series of events can sometimes be as important as an individual incident, so include earlier matters that you believe may be connected.



Think About Why You Believe the Treatment Was Discriminatory

You do not need to know the legal terminology or determine precisely which type of discrimination may have occurred before speaking to us.

It is, however, useful to think about why you believe the treatment may be connected to a protected characteristic. For example, consider whether other employees were treated differently, whether comments were made about a particular characteristic or whether the treatment changed following a particular event. We can then assess how those circumstances may fit within the legal protections available.



Gather Relevant Evidence

Where possible, have copies of documents that help explain what happened.

These might include:

- Your employment contract
- Relevant workplace policies
- Emails or other correspondence
- Messages sent through workplace communication platforms
- Meeting notes
- Performance reviews or appraisals
- Promotion or recruitment correspondence
- Grievance documentation
- Disciplinary or capability correspondence
- Redundancy documentation
- Any written decisions or explanations provided by your employer



Identify Anyone Who May Have Relevant Information

Consider whether colleagues, managers, clients or other individuals witnessed relevant events or may have information about the way you were treated.

You do not need to approach potential witnesses before seeking advice. Simply make a note of who was present and why you believe their evidence may be relevant.



Tell Us What You Have Already Raised With Your Employer

Let us know whether you have discussed the issue informally, submitted a grievance or raised discrimination or harassment concerns in another way.

Provide copies of any complaint, your employer's response and any grievance outcome or appeal documents where available.

If you have not yet raised the issue internally, we can discuss whether doing so would be appropriate and how best to approach it.

 Consider What You Want to Achieve

Think about your preferred outcome before your initial conversation.

You may want to:

- Remain in your role without the treatment continuing
- Have your employer investigate what happened
- Secure changes to your working arrangements
- Challenge a disciplinary, promotion or redundancy decision
- Receive an apology or other acknowledgement
- Protect your professional reputation
- Negotiate an agreed departure
- Secure financial compensation
- Bring an Employment Tribunal claim

Your priorities may change once you understand your legal position, but knowing what matters most to you can help us recommend an appropriate strategy.

 Consider Costs and What Is at Stake

Legal action should be proportionate to the potential outcome. It is useful to consider both the financial and wider impact of the situation before deciding how far you wish to pursue it.

Have information available about your salary, benefits and any financial losses you have experienced. You should also consider the importance of non-financial outcomes such as remaining in employment, protecting your reputation or securing a reference.



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