

January 5, 1999

ABC Employer Ltd.  
7890 Main Street  
Prince George, B.C.  
V3M 7K2

Attention: George Jones, General Manager

Dear Mr. Jones,

I authorize you to allow my union representative Sheila Smart to review my personnel file. This includes the right to make copies of any documents in my file.

Yours truly,

(Signature)

Jim Grievor

**DEMAND LETTER - DOCUMENTS AND PARTICULARS**

Sammy Slash  
Slash, Slash & Burn  
Barristers and Solicitors  
222 Gouge Street  
Vancouver, B.C.  
V6E 2Z2

Dear Mr. Slash:

**Re:   Sweatshop Industries *and*  
      A.B.C. Workers' Union, Local 1999  
      Job Posting Grievance of Susan Senior  
      Demand for Documents and Particulars**

We are counsel for the Union with respect to the above-noted matter. We hereby demand that the Employer provide particulars of its position with respect to this grievance, as well as produce to us all relevant documents which the Employer has in its possession or control.

Please note that we are seeking not only the documents on which you will rely at the arbitration hearing but all documents in your possession or control which are, or may be, relevant to a course of inquiry in the hearing.

Without limiting the generality of this demand, we are aware that there are likely the following documents, or categories of documents, which ought to be produced:

1.     Interview notes;
2.     Assessment sheets;
3.     Notes or memoranda with respect to reference checks;
4.     The employment files for both the successful candidate and the grievor;
5.     Notes or memoranda from the Human Resources Department to senior management or the owners of the company explaining the basis for the selection decision;
6.     etc.

We would think it reasonable for you to produce all of your relevant documents within two weeks of the date of this letter. Would you please advise if you are unable, or unwilling, to produce the documents by that date. If so, we can set the matter for conference call before the arbitrator to obtain an order for production.

We look forward to receiving production of both the particulars and documents as identified above.

Thank you for your attention to this request.

Yours truly,

Robert Representative  
Business Agent

c.c. Susan Senior

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A.B.C. WORKERS' UNION, LOCAL 1999

HOOGENDORN LETTER

Jodi Junior  
123 Noseniority Avenue  
Unionville, B.C.  
V3A 2X2

Dear Ms. Junior:

Re: Sweatshop Industries *and*  
A.B.C. Workers' Union, Local 1999  
Job Posting Grievance of Susan Senior

We understand that you are the successful applicant for the position of senior truck driver with Sweatshop Industries.

The purpose of this letter is to advise you that a grievance is now in progress with respect to that position, filed by one of the candidates who was unsuccessful in their application for that position.

This Local Union has decided to proceed with this matter for final determination before an arbitrator.

You should know that you have the right to attend and fully participate in the arbitration hearing.

We will take care to keep you advised of the progress of the grievance, and will fully advise you of the place, date and time of the hearing once it has been arranged.

If you have any questions with respect to this matter, please feel free to contact me at any time.

Yours truly,

Robert Representative  
Business Agent

c.c. Susan Senior

**A.B.C. WORKERS' UNION, LOCAL 1999**

**FOLLOW-UP TO HOOGENDORN LETTER**

Jodi Junior  
123 Noseniority Avenue  
Unionville, B.C.  
V3A 2X2

Dear Ms. Junior:

**Re:   Sweatshop Industries *and*  
      A.B.C. Workers' Union, Local 1999  
      Job Posting Grievance of Susan Senior**

We write to advise you that the hearing into the above-noted matter has now been set before the arbitrator. The hearing will take place on February 11, 1999 at 9:30 a.m., at the Union Hotel, 4321 Labour Street, Vancouver, B.C..

If you have any questions with respect to this matter, please feel free to contact me at any time.

Yours truly,

Robert Representative  
Business Agent

c.c.   Susan Senior

IN THE MATTER OF AN ARBITRATION

BETWEEN:

SWEATSHOP INDUSTRIES

EMPLOYER

AND:

A.B.C. WORKERS' UNION, LOCAL 1999

UNION

**SUSAN SENIOR ARBITRATION**

**SUMMONS**

TO: WILMA WORKER  
987 FAIR AVENUE  
VANCOUVER, B.C.

YOU ARE HEREBY SUMMONSED AND REQUIRED TO APPEAR before the Board of Arbitration at a hearing to be held at the Union Hotel, 4321 Labour Street, Vancouver, B.C., commencing at 9:30 a.m., on February 11, 1999, and so from day to day until the matter is heard, to give evidence touching the matters in question.

AND TAKE NOTICE that you are also required to bring with you and produce at the time and place aforesaid all books, records and documents pertaining to the matters in question.

GIVEN under my hand this 25th day of January, 1999.

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ANDY ANDREWS, ARBITRATOR

The *Labour Relations Code*, Section 93, states as follows:

- (1) An arbitration board may, at the request of a party to the arbitration or on its own motion, summon and enforce the attendance of witnesses and compel them to give oral or written evidence on oath and to produce documents and things it considers requisite to a full consideration of the matters before the arbitration board, in the same manner as a court of record in civil cases.
- (2) If an arbitration board consists of more than one person, the chair of the arbitration board may exercise all the authority of the arbitration board under subsection (1).

**LABOUR RELATIONS CODE**  
**BRITISH COLUMBIA**  
**LABOUR RELATIONS BOARD**

**SUMMONS**

**BEFORE THE B.C. LABOUR RELATIONS BOARD**

TO:

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IN THE MATTER OF Section 125 of the *Labour Relations Code*, and of:

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TAKE NOTICE that the Labour Relations Board has been advised you may have material evidence respecting the above matter. You are therefore required to appear and testify as a witness before the Labour Relations Board at a hearing to be held at:

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on \_\_\_\_\_ the \_\_\_\_ day of \_\_\_\_\_, 19\_\_ at the hour of \_\_\_\_ in the \_\_\_\_\_ noon, and so from day to day until the matter is heard.

AND TAKE NOTICE you are also required to bring with you all documents in your possession and power relating to this proceeding, including:

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Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_

\_\_\_\_\_  
Vice Chair

**IMPORTANT:** NOTICE TO THE PERSON SERVING THE SUMMONS AND NOTICE TO THE WITNESS MUST BE ATTACHED AND SERVED WITH THIS SUMMONS.

**LABOUR RELATIONS CODE****BRITISH COLUMBIA  
LABOUR RELATIONS BOARD****SUMMONS  
BEFORE THE B.C. LABOUR RELATIONS BOARD****NOTICE TO THE PERSON SERVING THE SUMMONS:**

The proper witness fees must be tendered when the summons is served.

1. For each day or part of a day travelling to and from or attending to give evidence at any hearing: \$20.00
2. Travel allowance, where the hearing is held at a place
  - within 200 kilometers by road (including any ferry route within the Provincial road system) of where the witness resides, 30 cents per kilometer each way by road between his or her residence and the place of hearing; provided that no travel allowance shall be made if the distance by road between that residence and the place of hearing is less than 8 kilometers. This allowance includes ferry fares and road tolls; and
  - more than 200 kilometers from where the witness resides, the minimum return air fare by scheduled airline plus 30 cents per kilometer each way from his or her residence to the departure airport and from the arrival airport to the place of hearing.
3. A reasonable allowance for meal expenses made necessary by the witness' attendance, and where the witness resides elsewhere than the place of hearing and is required to remain overnight, a reasonable allowance for overnight accommodation.

**NOTICE TO THE WITNESS:**

Take notice that, pursuant to Sections 123, 125 and 140 of the *Labour Relations Code* and the Labour Relations Board Rules, the Board has the same power to enforce your attendance as has a court in civil cases.



## SAMPLE LETTER

Public Employer  
123 Main Street  
Beeceeville, B.C.  
V1A 2B3

Dear Sirs:

Re: ***Freedom of Information and Protection of Privacy Act*** Request

I am writing to request the following documents and information pursuant to the provisions of the ***Freedom of Information and Protection of Privacy Act***. The requests are as follows:

- 1.
- 2.
- 3.

Please send the documents and information to me at:

*Name*  
*Address*

I look forward to receipt of the documents and information.

Yours truly,