

EMPLOYEE'S RESPONSE PLANNER TO FALSE ALLEGATIONS

- 1** **Understand Your Rights:** Familiarise yourself with your legal rights and your company's policies regarding workplace accusations.
- 2** **Accusation Details:** Request a written statement detailing the accusation, ensuring you fully understand the specifics.
- 3** **Document Everything:** Gather all relevant emails, messages, and documents that could support your case.
- 4** **Seek Support: Consider getting representation from A Whole New Approach.**
- 5** **Prepare Your Response:** Write a factual, clear response to the accusations, including any supportive evidence.
- 6** **Maintain Professionalism:** Continue with your usual work duties and avoid unnecessary discussions about the situation.



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- 7 Self-Care: Manage stress through healthy activities and seek professional counselling if needed.
- 8 Record Keeping: Document all interactions and updates related to the accusation.
- 9 Know Your Company's Process: Understand the procedures your workplace has for handling such situations.

