

## SCHEDULE

### ACAS ARBITRATION SCHEME

## XVI. OUTLINE OF PROCEDURE AT THE HEARING

### *Non-attendance at the hearing*

**103.** If, without showing sufficient cause, a party fails to attend or be represented at a hearing, the arbitrator may:

- (i) continue the hearing in that party's absence, and in such a case shall take into account any written submissions and documents that have already been submitted by that party; or
- (ii) adjourn the hearing.

**104.** In the case of the non-attendance of the Employee, if the arbitrator decides to adjourn the hearing, he or she may write to the Employee to request an explanation for the non-attendance. If the arbitrator decides that the Employee has not demonstrated sufficient cause for the non-attendance, he or she may rule in an award that the claim be treated as dismissed.