

## Conciliation up to and during tribunal

'Conciliation' is when you and the respondent talk through Acas to try to reach agreement up to and during an employment tribunal.

Conciliation will not affect the outcome of a tribunal. If you and the respondent still do not reach agreement, the tribunal will continue until the judge makes a final decision.

### What happens in conciliation

We are impartial. This means we're independent of the dispute. We're there to see if an agreement can be reached without a tribunal decision.

Conciliators can:

- explain their role and the conciliation process
- discuss the issues with both sides
- give an overview of the relevant law
- explore how both parties could resolve the dispute without a tribunal decision
- discuss how employment tribunals have considered similar cases

Conciliators are not able to:

- represent either side
- tell you whether to agree on a settlement
- say how strong or weak your case is
- help you prepare your case for tribunal
- make a judgement on how your case could turn out

For this, you might want to [get legal advice](#).

We will not share anything with anyone else without your permission.

### Respect during conciliation

Respectful communication helps create a safe environment for everyone.

[Find out more about our commitment to respect during conciliation](#)

### If you reach an agreement

Once you and the respondent reach an agreement, the employment tribunal hearing will not go ahead, or will end if it's started.

We'll write up what you have both agreed in a conciliation agreement (COT3). This is a legally binding agreement.

It's important that the agreement is right for you. Once you and the respondent agree to it, you'll have to keep to the agreement – even if you have not signed it yet.

We'll send you the COT3 to sign. Once you have signed it, you'll send it to the respondent to sign.