

Early conciliation

What early conciliation is

Early conciliation is a legal process.

You must notify Acas if you want to make a claim to an employment tribunal. We will then offer early conciliation.

During early conciliation, an Acas conciliator tries to help you reach a legal agreement with your employer. This can help you avoid going to an employment tribunal.

What Acas cannot do

Early conciliation is only for people who are considering making a claim to an employment tribunal.

During early conciliation, Acas cannot:

- represent you – we are not a trade union
- take your or your employer's side
- help you prepare your case for employment tribunal
- tell you if you have a valid case
- give you legal advice

[Find out how to get legal advice](#)

Before you notify Acas

Early conciliation should not be your first step. It is usually easier and quicker to try to solve things informally.

Before you notify Acas, you should try to:

- [raise the problem informally](#)
- [raise a formal grievance](#) – this is making a formal complaint to your employer
- [appeal to your employer](#) – if you feel your disciplinary or grievance outcome was wrong or unfair

At an employment tribunal, the judge will usually expect you to show that you tried to resolve the dispute yourself. If you do not, it could affect how much compensation you get if your claim is successful.

Important: If you raise the problem with your employer first, this does not change the [time limits to make an employment tribunal claim](#).

Notify Acas about making a claim

You should only notify Acas if you are considering making a claim to an employment tribunal.

When you notify us, we'll offer you early conciliation. Early conciliation is voluntary. You and your employer can choose whether to take part.

[Notify Acas about making a claim to an employment tribunal](#)