

PROCEDURE FOR GRIEVANCE APPEALS

1. You (the employee or your representative) to put your case and call witnesses.
 - Management can ask questions
 - The panel can ask questions.
 - You (or your representative) can sum up your case
2. Management to put their case and call witnesses.
 - The employee or their representative can ask questions of management and witnesses.
 - The panel can ask questions
 - Management can sum up their case.
3. All parties other than the panel shall leave the meeting
 - You do not need to wait
 - The decision of the panel **will not** be given on the day.
4. The Panel will consider the case and decide:
 - whether the appeal is upheld or not and then confirm, reduce or delete the formal action taken.
5. The decision of the panel will be confirmed in writing to both parties by Legal Services within 5 working days of the meeting.
6. Decisions of the panel are final.