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| ~ Your Company ~ |
| Policy No. |  | Date ratified |  | Version No |  |
| Approved by |  | Ratified by |  | Review date |  |
|  | **APPEALS POLICY & PROCEDURE** |  |

## Application

We are committed to ensuring that the Company has fair and effective arrangements for dealing with appeals against formal action in accordance with the Company’s disciplinary and grievance procedures.

This policy applies to an appeal lodged by an employee in connection with:

* Disciplinary proceedings taken by the Company against an employee; or
* A grievance lodged by an employee.

Employees do not usually have the right to appeal against dismissal as a result of unsuccessful completion of a probation period, in respect of which this policy does not apply.

## Objectives

The objectives of this policy are to:

* Promote the Company as a fair employer and ensure that we meet all relevant legal requirements regarding any formal action which affects an employee.
* Ensure that lawful, non-discriminatory and effective arrangements exist for dealing with appeal hearings.
* Ensure that all employees are treated in a fair and consistent manner.
* Establish a framework for employees wishing to appeal, and for managers hearing appeals, and to ensure that parties work within that framework.

## Appeal Officers

In every case, appeal hearings should be chaired by a more senior employee.

Appeals against dismissal should ordinarily be heard by a Director. In certain cases, the Company may appoint an independent consultant or HR professional to hear an appeal, but this shall be at the Company’s discretion.

## The Right of Appeal

Under this policy, an employee will have the right to appeal against any formal action taken under the Company’s disciplinary or grievance procedure, save where it is expressly stated otherwise as part of the procedure.

If an employee wishes to appeal, then they must do so in writing within five working days of receipt of written confirmation of the decision. Receipt of a letter will be deemed to have taken place two days after posting if sent by first class post.

A letter exercising a right of appeal must set out the grounds for doing so. The Company is not obliged to hear an appeal against a decision that does not set out the grounds of appeal or is otherwise not sent in compliance with this policy.

## Grounds of Appeal