

SUGGESTED PROTOCOL AT A GRIEVANCE AND APPEAL MEETING

- i) The Chair of the Panel will perform introductions, clarify roles, and outline the procedure that will be followed.
- ii) Employee and/or representative will present their case making reference to any supporting evidence and calling witnesses as required.
- iii) The Management may question the employee and any witnesses as required.
- iv) The Panel may question the employee and any witnesses as required.
- v) The Management shall respond to the employee's case making reference to any supporting evidence and calling witnesses as required.
- vi) The employee and/or representative may question Management and/or their representative and any witnesses as required.
- vii) The Panel may question Management and any witnesses as required.
- viii) Prior to the summing up either side shall have a right to request an adjournment of the proceedings in the event of new allegations and/or evidence being presented.
- ix) The employee or their representative will summarise their case.
- x) Management will summarise their case.
- xi) Once the meeting is complete, both parties will then withdraw. If the panel members require further information on the evidence presented both sides must be recalled to allow clarification to be sought. Before a decision is reached the Advisor to the panel may be required to withdraw. A decision shall then be reached by the Panel based on an unbiased consideration of the evidence which shall have regard to any mitigating circumstances.
- xii) Both parties shall be recalled and the outcome of the meeting conveyed. This will be confirmed in writing, normally within 5 working days. All parties will be advised of any changes to the method of communication and extension to timescales at the closure of the meeting.