

## **APPEAL PROCEDURE FOR WORKERS**

### **A. Introduction**

- A.1 All Solon workers have a right of appeal to Solon's Management Committee on employment matters which includes decision of Interview Panels and Disciplinary Panels. The Management Committee will set up an Appeal body to hear the appeal which will normally consist of three Management Committee members.
- A.2 In the case of appeals against Interview Panel decisions, the Appeal Body's decision is final and no further consideration of the case will be undertaken; in the case of other appeals on employment matters, e.g. disciplinary decisions, there may be further redress and the relevant Policy and Procedure should be referred to.

### **B. General Guidelines**

- B.1 All workers have a right of representation at the Appeal hearing - either a Union representative or any other person of their own choice.
- B.2 Workers can produce further evidence to support their appeal against a decision.
- B.3 Where possible the Appeal Body will not include members of Sub-Committees to which the worker reports or members of panels who have previously dealt with the matter.
- B.4 The worker will normally continue to be employed without prejudice (save in cases of gross misconduct if it has been previously decided by the Association that they should be summarily dismissed without pay) until the Appeal Body makes its decision.
- B.5 The Company Secretary (or other representative elected by the workers meeting) will attend the Appeal Body as a minute taker. These minutes will be circulated to all members of the Management Committee and the Workers. Reasons for the decision should be clearly minuted.

### **C. The Appeal Procedure**

- C.1 Once a worker is informed of a decision against which they have the right of appeal to the Management Committee, that worker should inform the Chair of the Management Committee within 10 working days of his/her wish to appeal and outline the reasons for the appeal.
- C.2 The Chair of the Management Committee will appoint an Appeal Body, which shall hold an Appeal hearing within ten working days of the date that the Chair was notified of the worker's wish to appeal.

- C.3 The Appeal Body members will each be given all relevant papers and reports regarding the matter that is now the subject of the Appeal, including the letter from the Worker stating the reasons for the Appeal. The Company Secretary (or representative elected by the workers meeting) will collate all the papers prior to the meeting in 2.2 above and will number each one (for ease of reference by all concerned). The Worker making the Appeal will also be given copies of these papers.
- C.4 Prior to the Appeal hearing, the Appeal Body shall hold a Preliminary meeting, at which it shall elect a chair, discuss the case and set questions to ask the Appellant based on the papers/reports regarding the issue.

#### **D. The Appeal Hearing**

- D.1 The worker along with any representative, will meet with the Appeal Body.
- D.2 The worker (and/or their representative) will present their case.
- D.3 The Appeal Body will then ask the questions agreed on at their Preliminary meeting.
- D.4 The worker (and representative) will then be asked to leave the meeting while the Appeal body discusses the case.
- D.5 The Appeal Body will first decide whether they need any further information/clarification about any point and if necessary they will call into the meeting either the worker making the appeal and/or any other Solon worker.
- D.6 The worker must be informed of the Appeal Body's decision within 48 hours of the hearing.