Fairness at work Procedure - Flowchart
1st Step

1. Originator submits written concern - form supplied (Form 1)

2. Form sent to the Personnel Manager (local Borough or Dept)

3. Personnel Manager liaises with OCU Commander/Branch Head
Fairness at Work Advisor appointed (within 2 working days)

4. Fairness at Work Co-ordinator notified

5. Fairness at Work Advisor
Contacts Originator within 2 working days
Agrees action Plan - timetables
- initial meeting
- location
- confidentiality

6. Fairness at Work Advisor reviews circumstances, obtains details of informal action by Line Manager and produces a written report - shared with the Originator. (Within 10 working days unless extension agreed with all parties)

7. Originator completes form to confirm their intentions (signed by all parties)

Findings not acceptable to the Originator.
Proceed to Appeal - 2ndStep

8. Findings agreed with the originator. All papers forwarded to Fairness at Work Co-ordinator