

Fairness at Work - Flowchart
2nd Step - Appeal

1. Originator submits an Appeal
in writing (Form 3) to the
Fairness at Work Co-ordinator
(Via the personnel manager who advises the OCU Commander)

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| <p>2. Fairness at work Co-ordinator</p> <ul style="list-style-type: none"> • Receives the Form • Obtains all previous papers • Appoints an Fairness Appeals Advisor – Could be a senior manager (within 3 working days) • Acknowledges receipt and advises Originator of position • Advises OCU Commander |
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3. Appeals Advisor
Contacts Originator within 2 working days
To agree arrangements for initial meeting
Meets Originator
Any Witnesses
Fairness at work Advisor
Line Manager (if appropriate)
Reads all previous documentation

4. Fairness Appeals Advisor produces a Report
and discusses it with the Originator.
The Originator will complete a form re their views on the outcome

5. Fairness at work Co-ordinator examines the report and views of the originator

5a.If the Fairness at Work Co-ordinator considers that
there was a breach in procedure
the matter may be reviewed by another Appeal Advisor

6. Originator advised that
Internal process exhausted
Documentation
Filed