

FORMAL GRIEVANCE APPEAL FORM

You and your job	
Full Name:	
Job title:	
Name of manager who made the decision you are appealing against:	
The grounds of your appeal	
Breach of procedure	
I am appealing on the grounds that the procedure was breached and that this had a material effect on the decision that was made:	
Yes <input type="checkbox"/> no <input type="checkbox"/>	
If you ticked "yes" please state: How the procedure was breached? What effect do you believe this had on the outcome of your grievance?	

APPENDIX 2

The facts of the case

I am appealing on the grounds that the facts of the case do not support the decision made:

Yes no

If you ticked "yes" please state: which parts of the case do you dispute?, Which evidence was given too much or too little weight? How does the conclusion of the investigation run counter to the evidence heard? How is the decision unfair?

APPENDIX 2

Some other reason

I am appealing for some other reason other than those set out earlier:

Yes no

If you ticked "yes" please state: the grounds of your appeal, giving enough details to allow management to respond to it.