**APPENDIX 1**

**APPEALS PROCEDURE: STAGE ONE PRO FORMA**

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Name of Manager** |  |
| **Organisational Unit (Division, School, Faculty, Directorate, Office, Service)** |  |
| **Date appeal raised** |  |
| **Grounds of appeal** |  |
| **Details of any additional information gathered & date sent to People & OD for verification** |  |
| **Outcome of Stage One** | Tick one box:  □ Resolved  □ Proceed to Stage Two  □ Suspended pending red circle review  Details: |
| **Signature of Manager** |  |
| **Date forwarded to People & OD** |  |