

[Investigation](#)

Manager appoints investigatory manager

Does the grievance relate to other employees?

YES

Investigatory Manager to write to implicated employees with nature of the complaint and the opportunity to submit a response  
[Template letter \[docx\]](#)

NO

Investigating Officer meets with individual, if required

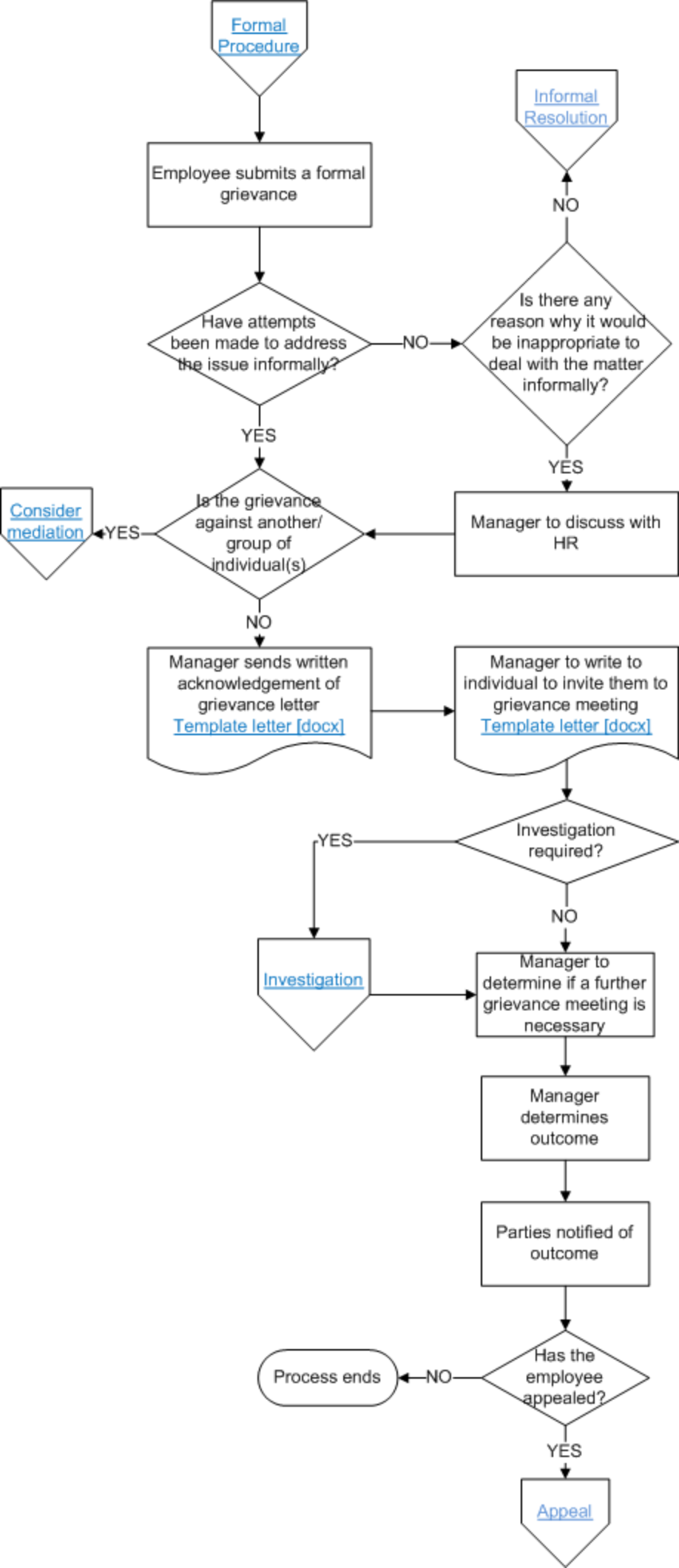
Investigating Officer meets with other parties to grievance, if required

Investigating Officer to undertake investigation (e.g. gather relevant documentary evidence, interview witnesses etc.)

Investigating Officer prepares investigation report and sends to all relevant parties (individual who raised the grievance and those named in the grievance) for comment

Investigating Officer submits report together with any comments to all relevant parties and Manager for consideration

[Formal Procedure](#)



Appeal

HR to arrange an Appeal Officer to hear appeal

HR to invite individual to an appeal hearing & request documentary evidence & names of witnesses

HR to notify those named in the grievance the individual is appealing the decision

Employee to submit documentary evidence and names of witnesses to HR

Appeal Officer to confirm witnesses required to attend hearing

HR to send names of confirmed witnesses and copies of documentary evidence to all parties

Employee to make arrangements for their witnesses to attend hearing

Appeal Officer to hold appeal hearing

Appeal Officer to confirm in writing outcome of appeal

Process ends