



THE TOY PROJECT'S APPEAL PROCEDURE POLICY



The Toy Project's Appeal Procedure

1. What an appeal is

- 1.1. An appeal is used to review whether a decision that's been made should be overturned or changed
- 1.2. You can raise an appeal if you feel:
 - 1.2.1. Your disciplinary outcome is too severe
 - 1.2.2. Your grievance outcome is wrong
 - 1.2.3. Any part of your disciplinary or grievance procedure was wrong or unfair
 - 1.2.4. You've been dismissed for an unfair reason
 - 1.2.5. You have new evidence to show
- 1.3. If you appeal, The Toy Project need to look at your case again to see if:
 - 1.3.1. The procedure was followed in a fair way
 - 1.3.2. The outcome was fair
- 1.4. When an appeal is raised we will:
 - 1.4.1. Hear your appeal
 - 1.4.2. Carry out another investigation, if necessary
 - 1.4.3. See if a different outcome is appropriate
 - 1.4.4. Provide the final outcome in writing as soon as possible
- 1.5. Employees have the right to appeal a disciplinary or grievance outcome.

2. Procedure

- 2.1. Raise your appeal in writing, either in a letter or email within five days of receiving the outcome and include
 - 2.1.1. Why you think your outcome was wrong or unfair
 - 2.1.2. What you would like to happen next, for example, for The Toy Project to reinvestigate, investigate further or review new evidence you have found
 - 2.1.3. ACAS have appeal letter templates that are available via: [acas.org.uk](https://www.acas.org.uk)
- 2.2. A more senior manager/trustee not involved in the previous disciplinary/grievance outcome decision will handle the appeal and have the authority to make the final decision, where possible. If this is not possible, the manager/trustee reviewing the appeal will make the process as fair as possible and remain impartial, reviewing all evidence again in new light. Where possible, an external person can be brought in to carry out the appeal.
- 2.3. You will be issued a written invite to an appeal meeting which will include the date, time and location of the meeting and information on your right to be accompanied to the hearing.



- 2.4. Your right to be accompanied
 - 2.4.1. You have a statutory right to be accompanied by a companion where a disciplinary meeting could result in:
 - 2.4.1.1. A formal warning
 - 2.4.1.2. Some other disciplinary action
 - 2.4.1.3. Confirmation of a formal warning or other disciplinary action (for example, at an appeal hearing)
 - 2.4.2. The right is to be accompanied by:
 - 2.4.2.1. Someone you work with
 - 2.4.2.2. A trade union representative who's certified or trained in acting as a companion
 - 2.4.2.3. An official employed by a trade union
 - 2.4.3. You should tell us as soon as possible if you would like a companion and who they will be so we can make arrangements in good time.
 - 2.4.4. If you need any reasonable adjustments, for example for a disability, speak to Charity Director.
- 2.5. The appeal meeting will give you an opportunity to:
 - 2.5.1. Explain why the appeal was raised
 - 2.5.2. Present new evidence to be reviewed
 - 2.5.3. Explain why you think the outcome is wrong or unfair
 - 2.5.4. Say where the procedure was unfair
 - 2.5.5. Ask questions about the parts of the procedure you felt were unfair
 - 2.5.6. Listen to manager/trustee's point of view
 - 2.5.7. Ask how previous similar cases have been handled and review the policies and procedures
- 2.6. Possible outcomes of the meeting include:
 - 2.6.1. Original outcome remains
 - 2.6.2. Original outcome is overturned
 - 2.6.3. New investigation is needed
- 2.7. You will receive a letter within 24 hours of the meeting with the outcomes of the appeal.

Reviewed: 01/25

Date of next review: 01/27