

## Disciplinary Appeal E-Form Guidance

Dignity & Respect and Grievance Notification e-form at: [https://inverclyde-council.victoriaforms.com/v/Disciplinary\\_Appeal\\_Form](https://inverclyde-council.victoriaforms.com/v/Disciplinary_Appeal_Form)

Form library at: Inverclyde Council's Intranet, ICON

### Process

To be completed by an Inverclyde Council employee, or an appropriate trade union representative, to submit an appeal against the outcome of a Disciplinary Hearing.

### Completion of Form/Relevant Attachments

Please attach any relevant information to the form relating to the appeal against the outcome of the Disciplinary Hearing.

Please complete the questions on the form which are mandatory. The form cannot be submitted with partially completed information.

The grounds of appeal must be clearly stated. If the text doesn't fit in the provided section, please type the excess on a word document and attach to the e-form.

### Timescales

An appeal against the outcome of a Disciplinary Hearing should be submitted no later than 14 days from the date the outcome letter is received.

### Submission

Disciplinary appeal forms should be sent to the appropriate level of management, as noted below. It is the employee's responsibility to ensure the correct email address is input of the officer they are directing their appeal to. Please note that HR Operations will receive a copy of all documentation submitted.

Outcome	Appeal To
Written or Final Written Warning	Next level of management from who issued the sanction
Dismissal	Head of OD, Policy & Communications