**MODEL LETTER – CALLING COMPLAINANT TO APPEAL HEARING**

**PERSONAL**

Dear

**NOTICE OF APPEAL HEARING: MANAGING BULLYING AND HARASSMENT**

I have been nominated to hear your appeal against the decision which was

confirmed to you in writing on **<date>**.

I understand that the grounds for your appeal are:

**<set out briefly what you understand to be the employee’s grounds for**

**appeal>**

I intend to hear your appeal on **<date, time and location>**. I will be accompanied by **<name and job title>**

**Format of the appeal hearing**

I intend to conduct the appeal hearing as follows:

1. Firstly, I will explain the purpose and format of the hearing and deal with any procedural issues that may arise.

2. I will then ask you to state your grounds and reasons for the appeal.

3. I will then ask the investigating officer who took the decision not to uphold your complaint(s) to respond.

4. I will question both the investigating officer who took the decision not to uphold your complaint(s) and yourself. My colleague(s) may also do so as a means of clarifying matters.

5. I will give both parties the opportunity to make a closing statement, firstly the investigating officer who took the decision not to uphold your complaint(s), then yourself.

6. At the end of the hearing, I will summarise the facts and adjourn the meeting. I will then consider all of the relevant issues that have emerged from the hearing and make my decision

7. I will then reconvene the meeting, **within 5 working days of the hearing,** and announce my decision, along with the reasons forarriving at that decision. I will thereafter confirm my decision in writing

**Potential outcome of hearing**

I will carefully consider your grounds for appeal, and the response made by the investigating officer who took the decision not to uphold your complaint(s), and then decide whether there are sufficient and reasonable grounds to either:

(a) uphold the appeal in full; or

(b) uphold the appeal in part; or

(c) reject the appeal

**Your right to be accompanied**

You have the right to be accompanied by a work colleague or trade union representative if you so wish. Please note, however, that you are not permitted to be accompanied by your partner, spouse or legal representative.

The decision of this appeal hearing is final and there is no further right of

appeal.

**Confirming your attendance**

Please telephone me as soon as possible to confirm that the above date and time for the hearing is suitable and whether you will be accompanied and, if so, by whom.

Yours sincerely

**NAME OF OFFICER CONDUCTING HEARING**