



GRIEVANCE AND HARASSMENT PROCEDURE

September 2019

Medway Model Procedure Adapted for the Academy of Woodlands

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1.0 Introduction: We are required to set out grievance procedures under employment law.

1.1 The Academy is committed to providing a working environment where individuals are treated with fairness, dignity and respect and will take all employee complaints seriously.

1.2 Grievances are concerns, problems or complaints that employees raise with their employer. This procedure allows employees to raise genuine workplace grievances and have them dealt with fairly, consistently, promptly and objectively and with a view of trying to achieve an agreed resolution.

1.3 Complaints of harassment and/or bullying are a specific type of grievance and are also dealt with under this procedure. The process for dealing with a complaint of harassment and/or bullying is attached as appendix one.

1.4 The procedure follows the guidance contained within the ACAS statutory Code of Practice for Disciplinary and Grievance Procedures, and the ACAS guidance on Bullying and Harassment at Work.

2.0 Equalities Statement

2.1 The Academy is committed to providing equal opportunities and access to all. This policy embraces the spirit of managing a diverse workforce and those managing and dealing with grievance or bullying and harassment complaints must ensure that no employee is discriminated against either directly or indirectly or victimised on the grounds of their race, disability, sex, sexual orientation, religion or belief, age, marital or civil partnership status or any stage of gender reassignment. Likewise the Academy expects all employees to treat their colleagues and wider community with dignity and respect.

3.0 Scope

3.1 This procedure applies to all employees of the Academy, regardless of grade or position, hours worked or whether the contract is permanent, temporary or fixed term.

3.2 The procedure does not apply to the following situations:

- Issues outside the control of the Academy in its role of employer.
- Employees appealing against a dismissal or disciplinary action.
- Line managers with a complaint about a member of the staff whom they manage.
- Redundancy.
- Capability.
- Retirement on ill-health grounds.
- Rules governing the pension scheme.
- Job evaluation gradings or appeals against salary gradings.
- Raising a concern as a 'protected disclosure' under the Whistleblowing Policy.

4.0 Roles and responsibilities

4.1 Employees responsibilities:

- To treat colleagues, parents and pupils with dignity and respect.
- To ensure that this procedure is not used to pursue malicious or vexatious complaints and to understand that to do so will be considered a disciplinary matter.
- To make every effort to resolve matters informally and at the lowest possible level before considering the formal stage.
- To actively consider participating in mediation if/when suggested.
- To understand the definitions of harassment and bullying behaviour and the consequences of such behaviour against fellow employees in particular relating to the Equality Act 2010.
- To understand that firm management is necessary in certain circumstances and to accept that this should not automatically be perceived as bullying behaviour.

4.2 Headteacher/Line Manager responsibilities:

- To make every effort to resolve matters at an informal stage and at the lowest possible level.
- To make every effort to resolve matters as quickly as possible.
- To treat all staff in a fair and consistent manner.
- To understand the definitions of harassment and bullying behaviour and the consequences of such behaviour against fellow employees in particular relating to the Equality Act 2010;
- To deal with grievance matters consistently and fairly.
- To liaise with the Academy's external HR Advisors where unsure.

5.0 Principles

5.1 Grievances and complaints of harassment and/or bullying will be treated seriously and resolved as fairly, equitably and as quickly as possible.

5.2 Every effort will be made to deal with matters informally before recourse to the formal procedures.

5.3 In the event of grievance or complaint being about the Headteacher, the Director/Chair of Governors will be responsible for the operation of these procedures.

5.4 The complainant (and alleged perpetrator if applicable) has the right to be accompanied by a relevant Trade Union representative or workplace colleague of their choice but by no one else at all formal stages of the procedure.

5.5 In the event that an employee raises a grievance in writing that relates to action being taken in accordance with the disciplinary or capability procedure (at any stage before the final appeal stage of the disciplinary/capability procedure), the grievance will be dealt with as part of that disciplinary/capability process. In these circumstances the employee will be treated as having complied with the grievance procedure.

- 5.6 No employee will be made to feel disadvantaged or victimised in any way because they have raised or pursued a grievance in good faith.
- 5.7 All parties in the procedure must conform to the principle of mutual confidentiality.
- 5.8 Should the employee make a complaint against multiple parties any documentation shared would need to be redacted to protect each party named.
- 5.9 Employees raising grievances which are frivolous, vexatious or malicious will be subject to disciplinary action.
- 5.10 Where practical, every attempt will be made to maintain the status quo until the final outcome of any grievance is settled.
- 5.11 Grievance and harassment and/or bullying complaints should normally be made within three months of the decision or act about which the employee wishes to complain. If an employee wishes to complain outside of this period, they will need to show that:
- within this timescale, they have made reasonable attempts outside of the grievance procedure to resolve the matter informally; or
 - They could not be reasonably expected to have known about the decision or act and have raised a complaint within three months of first becoming aware of it.
- 5.12 An employee or representative who cannot attend a meeting because of illness or other unforeseen circumstances should notify the Academy at the earliest opportunity and give full reasons. The meeting will be re-arranged but if the employee or representative fails to attend a second time then the meeting may proceed in their absence. The reasons for non-attendance and for proceeding will be recorded.
- 5.13 Every effort will be made to operate within the prescribed time limits, although time limits may be altered by mutual consent.
- 5.14 If an employee leaves the Academy's employ during the grievance process the grievance process will stop.

6.0 Informal resolution process

6.1 It is in everyone's interest for work place concerns to be dealt with on an informal basis and both employees and Headteachers/line managers have a responsibility to resolve concerns at the lowest possible level.

6.2 The employee must first try to resolve the matter informally.

6.3 In the event of alleged harassment and/or bullying

6.4 Guidance for dealing with issues informally together with the formal process for dealing with complaints of harassment and/or bullying can be found in **appendix one**.

6.5 **In the event of a grievance which is not harassment and/or bullying**

6.6 The employee should firstly speak to their immediate line manager, (unless the line manager is the subject of the grievance). The employee should explain the nature of their concern(s) and what action they feel should be taken to enable a resolution to be met, and agree, where possible, any appropriate action necessary to resolve their grievance.

6.7 The line manager should arrange a confidential time and place to meet with the employee, as soon as possible, to discuss the matter. The employee will be given a full opportunity to explain their grievance.

6.8 The line manager should ensure that they have a full understanding of the employee's grievance and how the employee thinks it should be resolved.

6.9 Wherever possible the line manager should seek a means of resolving the grievance to the employee's satisfaction taking into account the Academy policies, procedures, rules and the need for consistency and fairness.

6.10 Issues should be resolved within 20 working days if possible.

6.11 To conclude the informal process, line managers should provide the employee with a brief summary in writing of the outcome, including any actions agreed.

6.12 **Mediation**

6.13 An independent third party or mediator can often help resolve grievance issues thereby avoiding the need for the formal process to be instigated, however a mediator can be deployed at any stage of the procedure.

6.14 Mediation is a voluntary process where the mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator.

6.15 Headteachers/ line managers should contact the Academy's external HR Advisors to discuss whether mediation would be a worthwhile option and to discuss the most appropriate provider.

7.0 **Formal resolution process**

7.1 If a grievance cannot be settled informally the employee may commence formal action by raising the issues in writing using the Complaint Form One (**attached as appendix two**) with their headteacher (or their Director/Chair of Governors if the complaint is about the headteacher). The employee should complete the form as fully as possible outlining clearly

the reason(s) for their grievance with details of any events/actions (including dates, times and witnesses), that triggered the complaint and how they would like this resolved.

- 7.2 Once Complaint Form One has been received the headteacher will acknowledge receipt of the grievance in writing normally within five working days and seek guidance from the Academy's external HR Advisors.
- 7.3 The next course of action would be either:
- (i) arrange a Grievance Stage One Meeting normally within ten working days of sending the acknowledgement to Complaint Form One; or
 - (ii) arrange an investigation to collect more facts in relation to the grievance, in which case the headteacher should advise the employee that the Grievance Stage One - Hearing may be delayed but normally by no more than 20 working days. Either the headteacher or an independent investigating officer will carry out the investigation.
- 7.4 If an individual has been named as the subject of the grievance at this point they will need to be informed in writing by the Academy.

8.0 Grievance Stage One- Meeting

- 8.1 The employee will have a right to be accompanied by a relevant trade union representative or workplace colleague at the meeting. Legal representation is not permitted at any stage in this procedure.
- 8.2 At the meeting the headteacher (who may be supported by a member of the Academy's external HR Advisors) will hear the grievance and should ask the employee or their representative to re-state their grievance and explain why any informal attempt to resolve the grievance has been unsuccessful. The employee will be given the opportunity to call witnesses and explain any documentary evidence.
NB in the event of the grievance being against the headteacher the Director/Chair of Governors will hear the Stage 1 meeting.
- 8.3 Where the headteacher is able, they will consider the grievance and reply to the employee, giving the decision verbally on conclusion of the meeting. The decision will be confirmed in writing within five working days.
- 8.4 Where the headteacher is unable to answer the grievance without further investigation they will immediately make the necessary enquiries to seek an outcome to enable a written response to be provided, normally within ten working days.
- 8.5 Where the grievance is not upheld the reasons will be explained in the letter. The employee will be told at this stage that they can appeal (i.e. move to Formal Stage Two – appeal Hearing) if they are not content with the action taken.

8.6 If an individual has been named as the subject of the grievance at this point they will be informed of the outcome in writing by the headteacher.

9.0 Formal Stage Two – Appeal Hearing

9.1 Where an employee feels that their grievance or harassment and/or bullying complaint has not been satisfactorily resolved they have the right of appeal. The Formal Stage Two – Appeal Hearing is the final stage of the grievance procedure and the process for dealing with cases of harassment and/or bullying.

9.2 The appeal should be registered by the employee in writing using Complaint Form Two (**see appendix three**) to the Director/Chair of Governors. This should be made within five working days of receiving:

- the outcome letter from the Grievance Stage One – Meeting, or
- in the case of harassment and/or bullying the written advice as detailed in paras 4.10 and 4.12 of the Process for dealing with allegations of harassment and/or bullying.

9.3 Employees must register their appeal within this period otherwise they will be deemed to have accepted the decision of the Grievance Stage One Meeting. Appeals will not be accepted after this period.

9.4 The Director/Chair of Governors should seek the advice of the Academy’s external HR Advisors.

9.5 The employee will be asked to explain clearly on the form why they are dissatisfied with the outcome decision, and what alternative solution they are seeking to resolve their grievance or complaint of harassment and/or bullying.

9.6 At this stage, the alleged perpetrator (if appropriate) will be notified by the Academy that an appeal has been submitted.

9.7 The Formal Stage Two – Appeal Hearing will be arranged by the Academy and the employee will be given no less than five working days notice in writing. The employee has the right to be accompanied at this meeting by a trade union representative or work place colleague.

9.8 The appeal will be heard by a panel of Directors/Governors who have not been directly involved in the matters connected to the grievance to date, supported by a member of the Academy’s external HR Advisors.

9.9 The panel of Directors/Governors will consider any representations made by the employee and/or their representative, those of the headteacher who conducted the Grievance Stage One - Meeting and made the decision. The panel hearing the appeal must decide on the basis of both sets of representations, together with any subsequent facts that may have come to light, and whether or not to uphold the decision.

- 9.10 The panel of Directors/Governors hearing the appeal will carefully consider the matter and will write to the employee with a decision as soon as reasonably practicably (usually within five working days). If it is not possible to make a decision within five working days, the employee will be given an explanation for the delay and told when the decision can be expected. The employee will be told that this is the final stage of the procedure.
- 9.11 The alleged perpetrator (if appropriate) will be told of the outcome at this stage by the Academy.

10.0 Monitoring and review

- 10.1 A Diversity Impact Assessment will be undertaken at each review of this policy.
- 10.2 The Grievance and Harassment procedure will be reviewed periodically in line with developments in good practice.

Policy adapted from Medway's Procedure:

Policy adopted: September 2014
Reviewed : September 2019

Head Teacher: _____

The Academy of Woodlands Director: _____

Process for managing allegations of harassment and/or bullying

1.0 Harassment and Bullying - introduction

1.1 Harassment and bullying is unacceptable behaviour and will not be tolerated. The Academy is committed to providing a working environment for all its staff that is comfortable and free from all forms of bullying and harassment. Any employee who is found to have harassed or bullied a colleague will be subject to disciplinary action, up to and including dismissal.

1.2 Defining the difference between harassment and bullying

1.3 Although both types of behaviour can cover a similar spectrum of conduct, there is a difference between the two. The key distinction is that harassment relates to a personal characteristic of the recipient of the unwanted behaviour, and action is backed up by the various strands of anti-discrimination law as follows:

1.4 **Harassment** (ACAS definition) is unwanted conduct related to any personal characteristic that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can be physical, verbal or non-verbal and a wide range of different types of behaviour at work may potentially be perceived as harassment.

1.5 Harassment and The Equality Act 2010

1.6 The Equality Act 2010 makes harassment unlawful across the following "protected characteristics" age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

1.7 Harassment also includes the following:

- Harassment based on association – it is unlawful to harass any individual for association with another individual who has a protected characteristic under the Equality Act 2010 (other than marriage and civil partnership and pregnancy and maternity which are not covered by the law but are nevertheless unacceptable).
- Harassment based on perception – it is unlawful to harass any individual based on a perception that he or she has a particular protected characteristic under the Equality Act 2010 (other than marriage and civil partnership, and pregnancy and maternity which are not covered by the law but are nevertheless unacceptable) when they do not have the protected characteristic.
- Third-party harassment – employees have the right to complain if they believe they have been bullied or harassed by a third party, for example a customer or client.

1.8 **Victimisation and The Equality Act 2010**

- 1.9 Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or promotion, because he or she made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are expected of doing so.
- 1.10 The Academy does not have a definitive list of what is acceptable or unacceptable behaviour as it expects all employees to abide by the Academy's 'Employee Code of Conduct' and behave in a professional manner treating others with both dignity and respect at all times.
- 1.10 Examples of unacceptable harassment behaviour could include:
- spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief);
 - homophobic discrimination
 - unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected;
 - victimisation.
- 1.11 **Bullying** has no strict legal definition. The ACAS definition describes bullying behaviour as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- 1.12 Examples of bullying behaviour could include:
- ridiculing or demeaning someone – picking on them or setting them up to fail;
 - exclusion;
 - unfair treatment;
 - overbearing supervision or other misuse of power of position;
 - making threats or comments about job security without foundation;
 - deliberately undermining a competent worker by overloading and constant criticism;
 - preventing individuals progressing by intentionally blocking promotion or training opportunities;
 - withholding work-related information.
- 1.13 Any employee who believes that another employee's conduct amounts to bullying or harassment has the right to complain to their manager (or if their line manager is the subject of the complaint they should complain to their line manager's manager).
- 1.14 An employee who believes they are being bullied by their line manager or headteacher should consider seriously whether they have misjudged firm management for bullying behaviour before making an allegation.

1.15 The Academy will take all such complaints seriously and an employee who makes a genuine complaint of harassment and/or bullying will be protected and will not be penalised or victimised in any way. Vexatious, malicious or frivolous allegations will be dealt with under the Disciplinary Procedure.

2.0 Informal resolution process – harassment and bullying

2.1 It is in everyone's interest for work place concerns to be dealt with on an informal basis and both employees and headteachers/line managers have a responsibility to resolve concerns at the lowest possible level wherever possible.

2.2 Employee – informal action

2.3 The employee should talk directly and informally to the person whom they believe is harassing them and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence, and request it to stop. It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable and that a direct approach can resolve the matter without the need for formal action.

2.4 Where an employee would like support to make such an approach they should ask their line manager (or other manager if not appropriate).

2.5 If the employee is unable to do this verbally then a polite request in writing, given to the alleged bully/harasser may be effective. It should include:

- specific detail of the offensive behaviour;
- when and where it occurred;
- why it causes offence;
- why it should stop;
- how the employee expects to be treated in the future.

2.6 The employee should keep a copy of the letter and share a copy with their line manager (or other manager if appropriate).

2.7 If, however, the employee feels unable to undertake either of the above courses of action, or if they have already approached the person to no avail, or if the harassment is of a very serious nature (e.g. a deliberate or malicious act), they may choose to raise a formal complaint following the procedure set out in paragraph 3.0 of this process.

2.8 Line Manager - informal action

2.9 The line manager, having been approached by an employee about alleged harassment or bullying should approach both parties confidentially as soon as possible after having been approached by the complainant to explore and discuss the allegations and endeavour to work out a way forward. Advice may be sought from the Academy's external HR Advisors. The line manager should provide both parties with a copy of this policy.

2.11 **Mediation**

2.12 Mediation can be a good way of dealing with bullying, discrimination or harassment situations depending upon the nature of any allegations. Discrimination or bullying actions can range from unintentional misunderstandings and lack of awareness through to deliberate and malicious acts.

2.13 An independent third person or mediator can often help resolve these grievance issues. Mediation is a process where the mediator helps two (or more) people in dispute to find a solution to the issue that they can both agree to. The mediator does not take sides or tell those in dispute what to do.

2.14 Mediation is most likely to be successful if both parties understand what mediation involves, enter into the process voluntarily and are seeking to repair the working relationship.

2.15 Advice on how to access mediation should be sought from the Academy's external HR Advisors.

2.16 **Informal resolution reached**

2.17 Where a resolution is reached through the informal stage of the process, with both parties' agreement, a copy of the outcome should be given to both parties by the line manager.

3.0 **Formal Resolution**

3.1 If a harassment and/or bullying complaint cannot be resolved informally the employee may commence formal action under this procedure by raising the issues in writing using Complaint Form One (**see appendix two**) with their Headteacher. (in the event of the allegations being against the Headteacher, the complaint should be forwarded to the Directors/Chair of Governors. The employee should outline clearly the reason(s) for their complaint.

3.2 Once Complaint Form One has been received the headteacher will acknowledge receipt of the complaint in writing normally within five working days advising that an investigation will be undertaken. Advice should be sought from the Academy's external HR Advisors.

3.4 The headteacher will write to the alleged harasser/bully to advise of the complaint against them and that an investigation under the grievance procedure has begun. The alleged harasser/bully at this stage will be advised of the support available to them and that should the investigation result in a case to answer this may result in the matter being dealt with under the Disciplinary Procedure.

4.0 **The investigation**

- 4.1 The aim of the investigation is to establish the facts of the case as promptly and thoroughly as practicable and to determine whether, on the balance of probabilities there is a case to answer.
- 4.2 The headteacher (or nominated investigating officer) will conduct the investigation. Sometimes it may be appropriate for an external Investigating Officer to be appointed, for example where particular expertise is required.
- 4.3 A member of the Academy's external HR Advisors will be available to provide procedural guidance to the Investigating Officer, but will not normally form part of the investigation itself.
- 4.4 The headteacher (or nominated investigating officer) Investigating Officer will meet with the employee to establish further and full details of the complaint normally within ten working days of the discussions about the most appropriate way forward. The employee will have the right to be accompanied by a work place colleague or trade union representative at this meeting.
- 4.5 The headteacher (or nominated investigating officer) will determine during the investigation process the most appropriate time to meet with the alleged bully/harasser. The alleged bully/harasser will have the right to be accompanied by a work place colleague or trade union representative at any meeting. The employee should be clear that the interview is part of the investigation, not part of a disciplinary process.
- 4.6 The headteacher (or nominated investigating officer) will obtain written statements from witnesses and record all the facts.
- 4.7 The Academy reserves the right to suspend or temporarily redeploy either the employee to whom the allegation has been made against or the employee raising the complaint during the investigation if it is considered in the interests of the individual(s) or the Academy to do so. Suspensions in these circumstances does not constitute disciplinary action and will be on full pay.
- 4.8 On conclusion of the investigation, the headteacher (or nominated investigating officer) will decide, in consultation with a the Academy's external HR Advisors, whether on the balance of probabilities there is a case to answer. The next course of action will depend on the outcome as follows:
- 4.9 Result: On the balance of probabilities there is no case to answer**
- 4.10 If it is determined that on the balance of probabilities there is no case to answer both the employee making the complaint and the alleged bully/harasser will be advised of this in writing by the headteacher. The written advice will include a summary of findings and how the conclusion has been reached. If the employee who made the complaint is not satisfied with the result of the investigation they may proceed to Stage 2 of the Grievance Procedure.
- 4.11 Result: On the balance of probabilities there is a case to answer**
- 4.12 If it is determined that there is a case to answer both the employee making the complaint and the alleged bully/harasser will be advised in writing by the headteacher. The written advice will include a summary of findings and how the conclusion has been reached.

- 4.13 A decision will be made by the headteacher whether there is to be a disciplinary hearing or whether some other action may be necessary e.g. increased supervision, mediation, counselling etc. In the event of a disciplinary hearing, a panel of Directors/Governors will hear any disciplinary case.
- 4.14 Should there be a disciplinary hearing the investigation report will be used to assist in the determination of any disciplinary sanction.

The Academy of Woodlands Grievance and Harassment Procedure

Complaint Form One to be used for individual and collective grievances.

This form is intended for use by any employee who wants to make a formal complaint about the behaviour of a colleague, their manager or a third party, or any other workplace issue.

In cases of collective grievance the nominated employee should complete the form and a continuation sheet should be attached with the names of other employees within the group.

Employees should bear in mind before using this form that they should, wherever possible, try to resolve the matter informally by raising the issue with their manager (or where the complaint is about their manager, their manager's manager).

Where the employee requests that the complaint be dealt with formally, this form should be completed and the Academy's grievance procedure will be invoked.

In all circumstances, this form should be completed and delivered to your line manager (or their manager if appropriate) in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

You must complete all boxes:

Employee name:	Employee Job title:
Academy:	Date:
Who is your grievance/complaint about?	
Does your grievance or complaint of harassment or bullying relate to your line manager, if yes, please state the name of line manager.	

Summary of complaint: Set out the details of your complaint (providing as much detail as possible, particularly dates, times, locations and the identities of those involved). You may attach additional sheets if required.

Individuals involved in the alleged incident/complaint – Provide here the names and contact details of any people involved in your complaint, including witnesses.

Informal action to resolve the issue: State the nature of any informal action that has taken place to resolve your grievance/ complaint and why this did not work.

Outcome requested: Please set out what outcome you are seeking from your complaint, and why and how you believe that this will resolve the issue.

Declaration:	
I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue allegations may result in disciplinary action being taken against me by the Academy. (In the most serious cases, making false, malicious or untrue allegations can be treated as gross misconduct.)	
Form completed by:	
Signature	
For completion by the line manager receiving the form	
Date form received:	
Name of recipient and job title	
Signature	
Date form acknowledged (within five working days)	
Date consulted with The Academy's external HR Advisors	

The Academy of Woodlands Grievance and Harassment Procedure

Complaint Form Two – Employee grievance appeal

This form is intended for use by an employee of the Academy who wants to appeal a decision made by the Academy regarding a formal grievance/complaint of harassment or bullying raised by them. This form must be received within five working days of receiving the outcome letter.

In the case of collective grievances this form should be completed by the nominated employee and a continuation sheet should be attached with the names of all staff in the group.

This form should be completed and delivered to the Directors/Chair of Governors at the Academy. It should be placed in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

In accordance with the Academy's grievance policy, the Academy aims to arrange a formal grievance appeal hearing with you and you will be notified of the date no less than ten working days before the hearing.

You must complete all boxes

Employee name:	
Employee Job title:	
Academy:	
Date you submitted Complaint Form One:	
Date you were given the decision that you are appealing against.	
Does your grievance or complaint of	

<p>harassment or bullying relate to your line manager, if yes, please state the name of line manager.</p>	
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Summary of appeal: Set out here the grounds of your appeal (providing as much detail as possible, including any grounds for considering the grievance procedure to have been flawed, misinterpretation or lack of evidence and why you consider the outcome to have been erroneous in those circumstances?. You may attach additional sheets if required.

Individuals involved in the appeal – Provide here the names and contact details of any people involved in your appeal, including witnesses you wish to call during the appeal.

Outcome requested: Set out here what outcome you would like to see from your appeal, and why and how you believe that this will resolve the issue.

Declaration: I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue allegations may result in disciplinary action being taken against me by the Academy. (In the most serious cases, making false, malicious or untrue allegations can be treated as gross misconduct).

Form completed by:	
Signature	
For completion by the Directors/ Chair of Governors	

receiving the form	
Date form received:	
Name of recipient	
Signature	
Date form acknowledged	
Date consulted with The Academy's external HR Advisors	

Outcome requested: Please set out how you would like to see your complaint dealt with, and why and how you believe that this will resolve the issue.