**Appendix 4 – Grievance Appeal Submission Form**

## Grievance Appeal Form

Name: …………………………………………………. Post: ……………………………………………………

Service: ……………………………………………….. Location: …………………....................................

Date of stage 1 hearing: ……………………… Heard by: …………………………………………….

**The contents of this form and any related documents may be shared with employees who a grievance is raised against, to provide them with the opportunity to respond.**

Employees have the right to appeal the outcome of a stage 1 grievance. The reasons for appeal could be because the outcome is wrong or unfair, or because the procedure was not followed appropriately. This form should be submitted to the Service ECO within 10 days of receipt of the grievance outcome.

You should submit this form to your Service Executive Chief Officer, who will delegate your grievance appeal to be dealt with by the most appropriate manager. Please also email a copy of the grievance appeal form to [HR@highland.gov.uk](mailto:HR@highland.gov.uk)

If you wish, you can submit the form through your trade union or other representative.

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**Grounds for Appeal:**

**Resolution sought:**

Date: ………………………… Signature: ……………………………………………….

**Receipt of this form must be acknowledged.**