

Policy Name:	Appeals Policy and Ordinance	P No: P1617-321
Policy Owner:	David Williams, Director of Human Resources	
Issue/Last Review Date: September 2015	Next Review Date: January 2019	
Relevant Legislation / ACAS guidance if applicable:	Relevant ACAS Guidance	
Documents being replaced:	Appeals Ordinance	
Policy Statement:		
<p>Purpose Swansea University has put in place an appeal policy to ensure that processes and decisions made under the appropriate ordinances, policies and procedures have been reasonable.</p> <p>The function of an appeal is to consider the specific area(s) with which the employee is dissatisfied in relation to the original outcome. There is no requirement for a full re-hearing.</p> <p>Scope The grounds for appeal are:</p> <ul style="list-style-type: none"> • whether the procedure was followed correctly • whether the decision to take action was reasonable, based on the evidence presented at the time • there is new evidence which was not available previously <p>Key principles Matters under this policy will be dealt with in a timely manner and employees are expected to co-operate to achieve this aim.</p> <p>Appeals must be made in writing and must explicitly state the ground on which the appeal is being made. Managers will take due regard of the guidance when using the Appeals procedure.</p>		
Definitions of HR terms used in this policy:		
Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:		
<p>Appeals Procedure Manager Guide to Appeals</p>		