

## **APPENDIX 1**

### **EMPLOYMENT COMMITTEE**

#### **PROCEDURE FOR APPEAL AGAINST DISMISSAL**

1. The dismissed employee presents his/her case along with any witnesses.
2. The Dismissing Officer, can question the dismissed employee, or any witness.
3. Members of the Employment Committee can question the dismissed employee, or the witnesses.
4. The Dismissing Officer presents the case to explain the reasons why the dismissal took place. He/She can also produce any witnesses.
5. The dismissed employee can question the Dismissing Officer and/or the witnesses.
6. Members of the Employment Committee can question the Dismissing Officer/Witnesses.
7. The Dismissing Officer will have the opportunity to summarise his/her reasons for the dismissal.
8. The dismissed employee will have the opportunity to summarise his/her case.
9. Both parties will leave the Committee Meeting and the Committee will make its decision.
10. The decision will be conveyed in writing to the Dismissed Officer to confirm the Committee's decision.

#### **Note:**

The dismissed employee has the right to be represented at the meeting and that representatives can make the case on behalf of the dismissed employee.