



A PART OF COMPLETE ENVIRONMENTAL SERVICES LTD

APPEALS POLICY

CDC Limited are committed to complying with the requirements of Network Rail Standards and relevant legislation as regards employee appeals.

We are committed to encouraging personnel wishing to appeal against any decision to do so within 10 working days of being notified of the matter in dispute.

We are committed to replying formally within 7 days to any written appeal received. The Managing Director will endeavour to resolve written appeals relating to disciplinary matters within 28 days of the receipt of such appeals.

Appeals to any disciplinary action stemming from failed competency or screening tests will be managed using this policy.

Disciplinary action for breaches of railway regulations will be held under CDC management controls and are separate to any additional action taken by Network Rail, Link Up or NCCA / Sentinel (RTAS).

We will maintain records of appeals and regularly analyse / review the records to identify trends and establish on-going continuous improvement in the quality of our assessment and training.

All managers are required to cooperate with investigations relating to appeals. Any employee not co-operating fully in the appeal investigation process will be subject to immediate disciplinary action.

Employees wishing to use expert representatives or mediators will be supported in these tasks.

The Managing Director is responsible for ensuring that this policy is communicated, understood and implemented at all levels.

To achieve this, I will ensure that the policy is communicated to all employees as part of their initial induction. I will also ensure that personnel are briefed on the appeal process prior to disciplinary hearings.

Copies of this statement will be displayed.

This policy will be reviewed on an annual basis.

Signed:

A handwritten signature in black ink, appearing to read "R.A. Davies".

Title: Managing Director

Reviewed: 15th December 2009 (next review due Dec 2010)

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ALL HIRES CARRIED OUT UNDER
C.P.A. / R.P.A. CONDITIONS

