



WIGTON TOWN COUNCIL

Disciplinary and Grievance Procedures

OVERVIEW

Wigton Town Council want to provide an environment where employees can expect to feel valued, supported and are taken into consideration when changes occur. In exchange we expect all employees to perform to the highest standard and adhere to the employee code of conduct.

Employee Code of Conduct

Wigton Town Council's employee code of conduct sets out the standards we expect from our employees.

General Expectations

- To treat colleagues and councillors with respect, dignity and fairness regardless of their position.
- To act with integrity whilst at work.
- To behave professionally when conducting town council business.
- To turn up to work on time. Working hours will be stated within contracts of employment.
- To perform contracted duties to a good standard.
- To consider one's own health and safety as well as that of others.
- To follow the absence procedure if absent from work.
- To adhere to all Wigton Town Council policies and procedures.

This code is not an exhaustive list of defining behaviours, employees must behave in a manner that aligns with the town council's values and must always follow our policies and procedures.

Failure to comply with the code of conduct could lead to disciplinary action being taken.

Employees in a position of trust

Employees working in schools, around children or vulnerable adults or driving council vehicles must inform their direct line manager if they are subject to:

- A criminal conviction
- A caution
- A ban
- A police enquiry
- Pending prosecution

We may have to discuss this within the context of the duties of the post held to assess whether the above will affect your position.

Equality

It is essential all employees implement equalities in all aspect of their work as this fosters good working relationships. All members of the public, customers, suppliers, councillors and colleagues have the right to be treated with respect, fairness and equity.

Employees must comply with the Equality Act 2010 and all our relevant policies and procedures:

Equal Opportunities Policy

Grievance Procedures

Disciplinary Procedures

Attendance Policy

Press and Media Policy

Financial Regulations

Code of Conduct

Safeguarding Policy

Health and Safety Policy

Intimidation Policy

Uniform and standards of dress policy (To follow)

Social Media Policy (To follow)

IT and Email Policy (To follow)

Dress and Appearance

As employees of Wigton Town Council it is essential that you are dressed appropriately for the post you are in. Grounds staff are required to wear the uniform provided and conform to health and safety clothing requirements and office staff should be presentable. It is expected that no employee would wear clothing that could be interpreted as disrespectful by the public.

Terms and Conditions of Employment

Employees will be provided with a copy of their contract of employment, it is essential employees read their contract to understand conditions of service.

Social Media and Mobile Phones

Employees must ensure that they are aware of and follow the advice and guidance about using social media. Mobile phones are an essential part of modern day working but personal use will be limited to break times only unless there is an emergency or where a line manager has authorised its use.

We respect an employee's private life but must ensure that confidentiality and our reputation is protected.

When using social networking websites in your private life, an employee must not:

- promote yourself as working for us in a way which may bring us into disrepute

- identify other employees or customers without their consent
- make any defamatory remarks about us, our customers, the public, partner organisations, employees or managers
- conduct yourself in a way that is detrimental to us
- disclose personal data or information or images that could breach data protection legislation about:
 - the council
 - the public
 - partner organisations
 - employees or
 - managers

Office staff are also required to comply with IT and email policies. (To follow)

Electronic Recording

It may be beneficial to record full council and committee meetings to support with the preparation of notes. The person recording the meeting must make all participants aware of their intention to record at the start of the meeting.

Grievance, disciplinary or other procedural meetings are exempt from being recorded unless all parties involved agree it is useful.

Harassment and bullying

Wigton Town Council expect its employees to treat each other with respect and dignity.

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Harassment and bullying can have severe consequences for employees and the council. It can:

- affect performance
- affect personal relationships outside of the workplace
- lead to mental and physical health difficulties
- increase employee turnover
- decrease motivation and morale
- damage reputations
- be upsetting
- make the target feel threatened, humiliated or vulnerable

Bullying is any behaviour which is:

- offensive
- abusive
- intimidating
- malicious
- insulting

Types of bullying or harassment can include:

- name calling
- excluding employees intentionally
- Spreading rumours
- unfair treatment
- picking on or undermining someone

Bullying and harassment can happen in several ways:

- online including social media and messaging applications
- telephone
- in person
- email

Wigton Town Council will not tolerate any type of bullying or harassment including:

- age
- sex
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race
- religion
- sexual orientation

Some examples of bullying:

- persistent unnecessary criticism
- shouting at colleagues, whether in public or private
- deliberately isolating a person by ignoring or excluding them
- withholding information from a person
- removing areas of responsibility from a person without justification
- taking credit for others' work but never the blame when things go wrong
- spreading malicious rumours
- making inappropriate personal comments
- blocking leave or training applications without reason
- setting objectives with impossible deadlines to deliberately undermine a person
- intentionally misrepresenting the views of others, including senior management
- condescending behaviour or threatening treatment that humiliates, intimidates or demeans

Understanding harassment

There are different types of harassment which are unlawful:

- harassment linked to a protected characteristic
- sexual harassment
- less favourable treatment of a worker because they submit to or reject sexual harassment or sexual harassment linked to sex or gender reassignment.

Harassment occurs when someone engages in unwanted conduct that:

- violates someone's dignity

- creates a hostile, degrading, humiliating or offensive environment
- unwanted by someone from their perspective; it can be subjective

Understanding harassment

- a single, serious incident may amount to harassment
- a person may experience harassment even if not the intended 'target' of the behaviour in question. For example, racist jokes create an offensive environment. People do not need to belong to an ethnic group for racist jokes to be harassment.
- a person need not possess a relevant protected characteristic themselves. They may experience harassment due to:
 - o their association with another person who has a protected characteristic
 - o a perception that they have a protected characteristic, even if that perception is wrong
- a person's conduct might amount to harassment even if there was no intention to offend
- it is also unlawful for an employer to harass a job applicant
- there may be circumstances where conduct that is accepted, at some point 'oversteps the mark' and becomes unwanted

Some Examples

Harassment may be physical, verbal or non-verbal. Examples of harassment may include but are not limited to:

- unwanted physical contact, ranging from touching to serious sexual or physical assault. Invading someone's personal space may amount to harassment
- verbal conduct, such as:
 - o sexist, racist, ageist or homophobic comments
 - o derogatory remarks about an individual or group with a protected characteristic
 - o offensive slogans, insults or comments of a personal nature
 - o suggestive remarks and innuendo
 - o nicknames, inappropriate 'banter', jokes or language
- unwanted non-verbal conduct, including:
 - o sexually suggestive behaviour
 - o physical gestures
 - o staring and leering
 - o sexual posts or contact on social media
 - o other unwanted sexual attention or advances
 - o unwelcome touching, hugging, massaging or kissing

- the display, storage or circulation of offensive or sexual material. This includes information held on or accessed by computer or through social media and images or written words in the working environment such as graffiti
- conduct that threatens, ridicules, intimidates, abuses, undermines or undervalues an individual. This includes:
 - derogatory or degrading remarks or insults
 - offensive comments about appearance or dress
 - spreading malicious rumours
- open aggression, obscenities, uncontrolled anger
- belittling in front of others, persistent criticism or sarcasm
- suggestions that sexual favours may result in career advancement or another benefit. Or, that refusal of such suggestions may result in some form of detriment
- unfair treatment, which may include deliberately excluding someone from social activities because:
 - they have a protected characteristic
 - are perceived to have a protected characteristic
 - associate with a person who has a protected characteristic
 -

Victimisation

Victimisation is when someone is treated less favourably as a result of being involved with a discrimination or harassment complaint.

Ways someone could be victimised include:

- being labelled a troublemaker
- being left out
- not being allowed to do something
-

Victimisation is a specific type of discrimination under law - Equality Act 2010.

Wigton Town Council will not tolerate the victimisation of a person making allegations of bullying or harassment.

Examples of victimisation could include:

- Ignoring someone or not offering them a job
- Blocking opportunities such as training or progression
- All employees have a right to expect a work environment that is free from intimidation, bullying and harassment. Serious harassment may be a criminal offence under the Protection from Harassment Act 1997. Wigton Town Council will treat any intimidation, bullying or harassment as a disciplinary matter.

If you believe you are suffering from bullying or harassment you should follow our grievance procedure.

All employees have a right to expect a work environment that is free from intimidation, bullying, harassment and victimisation. Serious harassment may be a criminal offence under the Protection from Harassment Act 1997. Wigton Town Council will treat any intimidation, bullying or harassment as a disciplinary matter.

If you believe you are suffering from bullying, harassment or victimisation you should follow our grievance procedure.

WTC's Grievance Procedure

Employees of Wigton Town Council will receive the same treatment and respect but there may be times where you have problems or concerns such as:

- An employee's work
- Working conditions
- Relationships with colleagues
- Relationships with councillors

If you feel you have an issue or problem that is having a negative effect on you then you can raise a formal grievance using the steps below:

1. If you have a problem at work, we recommend that you raise it informally first by speaking with your line manager or the Town Clerk. If the Town Clerk has a problem they want dealt with informally, they should raise it with the Chairman of the Town Council.

Wigton Town Council will respond in writing to your problem even if it is informal within 5 working days.

A grievance is a formal way for an employee to raise a problem or a complaint to their employer. You can raise a grievance if:

- You feel raising it informally has not worked.
- You feel like you do not want it to be dealt with informally.
- It is a serious issue for example, sexual harassment.

2. Raising a formal grievance

If the matter is serious or you wish to raise it formally you should put the grievance in writing to your line manager, Town Clerk or Chairman if you are the Town Clerk. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against your manager and you feel unable to approach them, you should raise it with the Town Clerk or the Chairman of the Town Council, whichever is more appropriate.

3. Your manager will arrange for a Staffing, Policy and Development (SPD) meeting to be called within 5 working days, considering the rule of allowing 3 clear days to call a council meeting.

The (SPD) committee will review the grievance and appoint two members of the committee to arrange a grievance hearing with you and your representative (if appropriate) within 5 working days from the date of the SPD meeting. The Chairman of the Town Council will not be one of the two committee members chosen to conduct the grievance hearing.

You are able to bring a representative with you to this meeting as long as they are a colleague or your union representative, no other persons are allowed to attend.

After the grievance meeting, you will usually be contacted within 24 hours with an outcome.

If the two members of the SPD committee feel they require more information or they require legal support from an employment solicitor, they will inform you of this and the timescale. Depending on the situation the SPD members may recommend carrying out an investigation to gather information and speak with witnesses where appropriate.

During the grievance hearing there will be a person appointed to take notes, this could be an employee of the Town Council or a Councillor.

If you are unable to attend the meeting, then WTC will provide you with a reasonable alternative date. You can also suggest a time for the hearing to accommodate the person accompanying you, although this should be within 5 working days of the original date.

WTC will make a decision without having a hearing if:

- You fail to attend and do not send apologies with a reason.
- You are on long term sick and unable to attend meetings in person.

In this second scenario you will be able to supply written information or advise WTC that you could attend a meeting via conference call or Teams/Zoom. If neither of these options are chosen, then WTC have the right to make a decision without you being present.

4. Appeal

If you are unhappy with the decision on your grievance or you have new evidence you would like to share, you can raise an appeal. You should tell your line manager, Town Clerk or Chairman of the Town Council.

You will be invited to an appeal meeting, normally within 5 working days, with the Chairman of Wigton Town Council and one other committee member who was not involved in the grievance hearing. You have the right to be accompanied by a colleague or trade union representative.

After the meeting the Chairman will give you a decision, usually within 24 hours. The Chairman's decision is final.

5. Monitoring Officer

If your problem or complaint is regarding a councillor, you also have the option to contact the Monitoring Officer at any point even if you have not

raised a grievance although they will likely ask if you have raised your problem with a manager in the first instance.

The SPD committee also have the right to contact the Monitoring Officer if they feel the problem raised should be dealt with by the Monitoring Officer. For example, the problem or issue is regarding a Wigton Town Council member or another Council member.

6. Decisions

After following a fair grievance procedure WTC will decide on the best outcome based on:

- The findings from meetings and investigations
- What is fair and reasonable

WTC will share the outcome with you either by letter or by email.

If the grievance raised involves other employees within WTC and it is upheld, then we may start the disciplinary process with this employee(s).

WTC may decide no action is needed but to make sure there is no bad feeling we will talk with you privately.

The details around your grievance will remain confidential between those involved in SPD committee and your manager, full council members may be notified of the grievance, but personal details will remain confidential.

7. Next Steps

If you are still not happy with the outcome you can contact ACAS who will talk through your options who may advise to make a claim to an employment tribunal.

WTC's Disciplinary Procedure

A disciplinary procedure is Wigton Town Council's formal way to deal with an employee's:

- Misconduct – unacceptable or inappropriate behaviour
- Capability – this is the ability to perform the job properly

Before starting a disciplinary procedure, WTC will always try and deal with the problem informally to start with as this can often be the best and quickest way to deal with issues.

Once a problem is known, your line manager or Town Clerk will initially try and resolve the issue informally by:

- Privately talking to you and other staff involved
- Listening to your point of view
- Agreeing with you what improvements need to be made
- Arranging for training if necessary
- Setting up an informal development plan over a reasonable period

Where appropriate, WTC will choose to deal with issues informally to avoid having to use the disciplinary procedure. WTC do have the right to follow the disciplinary process when there have been serious issues raised such as misconduct.

Capability Issues

This relates to your ability to do your job; WTC have a capability procedure for dealing with performance issues.

Capability is not the same as conduct. Conduct refers to situations when an individual **will not** as opposed to **cannot** (capability) do what is required from them.

Examples of capability

Capability issues can arise for several reasons. For example, an employee may be unable to master the skills needed after support and training has been provided. You may be subject to the capability process if you are on long term sick and there is no prospect of being able to return to your role in the foreseeable future. This does not include where illnesses or injuries amount to a disability. Where an employee has a disability that impacts on them being able to do their job effectively, Wigton Town Council will look to make reasonable adjustments.

Capability Procedure

WTC will deal with capability and performance issues fairly and reasonably; the aim of the procedure is to establish and address the reasons for poor performance.

If WTC believes your performance needs to be improved, it is important we:

- Understand why by undertaking an investigation into your standard of work and reviewing any previous performance concerns, performance reviews and any one-to-one meetings to discuss performance.
- Provide you with the opportunity to explain performance issues in question.
- Explore all possible options with you to support you in your job role. This could involve training, mentoring, close supervision or anything else WTC see as appropriate.
- Take steps to support and improve the employee's performance before considering dismissal.
- Agreeing reasonable and measurable targets by creating a formal development plan.
- Will explain the consequences of any failure to make the necessary improvements.

Where capability relates to a medical issue that is not a disability we will:

- Investigate, gathering the medical facts including any fit notes provided. Where appropriate WTC may ask for a medical opinion, for example by referring you to an occupational therapist who could establish any prognosis and whether any improvement might be expected and what adjustments could be made.
- Explore reasonable adjustments if appropriate.
- Provide you with a reasonable timeframe within which to prove you can do your job to the standard required.

Who can raise performance issues?

Performance issues can be noticed by your colleagues, line manager, Town Clerk or any council member. If you would like to raise an issue about your or a colleague's performance, you should contact your line manager in the first instance.

It is down to your line manager, Town Clerk or Chairman of the council (where appropriate) to have a discussion with you regarding your performance. If this is the first time this issue has been raised, it will be dealt with informally to begin with.

Informal Capability Process

If issues have been raised about your performance, WTC will initially follow this process. If following this process there is no improvement in your performance, WTC will move to the formal capability process.

Your role within WTC will determine who will informally raise performance issues with you.

Job Role	Person Responsible for raising performance issues
Grounds Team	Grounds Supervisor
Grounds Supervisor	Town Clerk
Assistant Clerk	Town Clerk
Town Clerk	Chairman of WTC and SPD Committee

1. If there are issues around your performance the person responsible for raising these issues will agree to meet you informally to discuss what the specific issue is. There will need to be evidence to show that performance has not been met. This is your opportunity to discuss the issues on an informal basis, if there are reasons why you think your performance has been an issue, then we would like you to tell us.

The person responsible for having this conversation with you will decide on the outcome which could include:

- No further action (there may be short term reasons for a dip in performance)
- Discussing the issues with you and agreeing to monitor performance
- Training or support
- An informal development plan

***An Informal development plan must be in place prior to any disciplinary action being taken regarding performance.**

This meeting and date will be logged by the person responsible for dealing with performance issues and records kept in line with GDPR.

2. Informal Development Plan

When it is decided an informal development plan is the most appropriate action to take, it will include:

- A maximum of three targets to improve on
- Reasonable dates the targets will be reviewed by
- If any third-party support is required

If targets are met at the review meeting, then no further action will be taken but this plan will be kept on record in line with GDPR. If at a later stage another performance issue is raised and it is different to what was included in the original development plan, the informal capability process must be started again. If targets are not met, then WTC may choose to follow the formal capability process.

Formal Capability Process

WTC will follow this process when performance issues have been raised, and they have not been resolved under the informal capability process.

1. The Town Clerk or Chairman of the Council will call a SPD meeting to inform members of the issues raised. The SPD committee will nominate one member to work alongside the Town Clerk and an investigation into the reason for poor performance will take place. Where it is not appropriate to have the Town Clerk present, the SPD committee will nominate two members and should consult with an employment solicitor or ACAS.
2. WTC will contact you by letter or email to inform you that the formal capability process will be followed and that an investigation into the reason for poor performance will be carried out.
3. You will be invited to a formal capability meeting which will be held by your line manager and/or the Town Clerk who will provide HR support, a note taker and a nominated member of the SPD committee. You will be given 5 working days' notice and will be able to bring a representative which will be either a colleague or a trade union representative
4. At the meeting you will be presented with a formal development plan which will include realistic targets to meet over an agreed period. The development plan will be monitored over an agreed period of time.
5. The formal development plan will be reviewed at regular intervals by meeting with you, the Town Clerk (or equivalent) and the nominated SPD member. There is no legal timeframe in which the formal development plan will be reviewed but you will be given reasonable time to make improvements.
6. If you make all the necessary improvements then you will be sent a letter or email stating the outcome. The documents and evidence related to this formal process will be kept in your personal file in line with GDPR.
7. In the eventuality that you are unable to make the necessary improvements, the Town Clerk or Chairman of the council will call a SPD meeting to inform members that have you have been unable to improve performance and therefore the disciplinary process will now need to be followed.

WTC's Disciplinary Process

You may be subject to disciplinary action through:

- Misconduct
- Capability, you have been unable to improve your performance

Misconduct

This refers to inappropriate behaviour that violates WTC's standards. Common types of misconduct can include:

- Theft or fraud
- Harassment
- Bullying
- Substance abuse
- Confidentiality breaches
- Serious lack of care to duties or people (Gross negligence)
- Insubordination
- Wilful damage to WTC property
- Fighting
- Continual lateness
- Unauthorised absence from work

Misconduct can be split into three categories:

- Misconduct, for example poor timekeeping.
- Serious misconduct, for example persistent unauthorised absence even after discussions and targets being set
- Gross misconduct, for example theft or fighting.

If you are suspected of committing gross misconduct, WTC can suspend you instantly on full pay until an investigation is carried out. You will then be invited to a disciplinary hearing.

Capability

If your performance has not improved despite following the informal and formal capability process, you will be invited to a disciplinary hearing.

Disciplinary hearing process – Capability and Misconduct

1. You will be contacted by WTC, to inform you disciplinary action is to be taken against you and why.
2. You will be invited to a disciplinary hearing and be given 5 working days' notice. You can take a representative to this hearing, but this must be a colleague or a trade union representative. If the date given is not appropriate, then WTC can agree to an amended date if it is within a reasonable timeframe. All disciplinary hearings will have the same conditions as the first.

3. At the meeting there will be the Town Clerk, SPD member, note taker and your representative if required. During the meeting we will tell you the reason for holding a disciplinary hearing and will give you the opportunity to explain. If WTC are not satisfied with your response, we will issue a written warning and tell you how we expect you to improve and over what period. You will be notified that if there are no improvements then at the next disciplinary hearing you will be issued with a final written warning.

4. You will be invited to second disciplinary hearing if there have been no improvements. If there is no reasonable excuse, then you will be issued with a final written warning, and your improvement plan will be revised. At this point you will be informed that if there are no improvements then dismissal will be considered.

5. Prior to the third and final meeting, an SPD meeting will be called to discuss whether to provide a further opportunity to improve or dismiss you.

6. If there are still no improvements, you will be invited to a third and final meeting where you will be either given a further opportunity to improve or you will be dismissed. The outcome of this meeting will be shared with you by letter.

7. You have the right to appeal this decision by writing to the Town Clerk or Chairman within 10 working days.

Disciplinary hearing process – Serious Misconduct

1. You will be contacted by WTC, to inform you disciplinary action is to be taken against you and why.

2. You will be invited to a disciplinary hearing and be given 5 working days' notice. You can take a representative to this hearing, but this must be a colleague or a trade union representative. If the date given is not appropriate, then WTC can agree to an amended date if it is within a reasonable timeframe.

3. At the meeting there will be the Town Clerk, SPD member, note taker and your representative if required. During the meeting we will tell you the reason for holding a disciplinary hearing and will give you the opportunity to explain. If WTC are not satisfied with your response, we can issue you with a first and final written warning and tell you how we expect you to improve and over what period. You will be notified that if there are no improvements or the behaviour continues then at the next disciplinary hearing you could be dismissed.

Disciplinary hearing process – Gross Misconduct

1. You will be suspended immediately by the Town Clerk and/or the Chairman on full pay pending an investigation.

2. An SPD meeting will be called to inform members of the details and to nominate a member to support the Town Clerk in investigating the matter. If it is not applicable to have the Town Clerk present, then two members of the SPD committee will be nominated to carry out the hearing. The chairman of the SPD is exempt in case of an appeal being requested.

3. You will be invited to a disciplinary hearing and be given 5 working days' notice. You can take a representative to this hearing, but this must be a colleague or a trade union representative. If the date given is not appropriate, then WTC can agree to an amended date if it is within a reasonable timeframe.

4. At the meeting the outcome of the investigation will be relayed to you which will be one of the following:

- No further action
- A final written for serious misconduct
- Dismissal for gross misconduct

Dismissals due to Illness

Sometimes due to illness an employee may have to stop working because of long-term ill health. You may resign, or you may be dismissed.

Considering dismissing an employee

Dismissal is a last resort so WTC will always consider as many ways as possible to help you back to work, including:

- getting a medical report from your GP with the your permission - you have the right to see the report before your employer does
- we may arrange an occupational health assessment
- we will want to establish whether or not you are [classed as disabled under the Equality Act 2010](#) and make any [reasonable adjustments](#) to help you do your job

If you are unable do your job because there are no reasonable adjustments that can be made, it may be fair for you to be dismissed, even if you are disabled.

Dismissals

During the dismissals procedure, WTC will ensure we act fairly and reasonable.

Acting reasonably

WTC will act fairly and reasonably during the dismissal process even if we have a fair reason for dismissal. For this reason we will:

- Tell you why we have made this decision
- Take the most appropriate action
- Carry out investigations thoroughly, confidentially and thoroughly
- Follow our disciplinary procedures
- Allow you to be accompanied at disciplinary or dismissal hearings
- Give you the chance to appeal

Appeals

As part of our fair and reasonable process we will give you the opportunity to appeal any decisions made regarding disciplinary or dismissals.

WTC will allow you 5 working days to submit an appeal after your last meeting.

WTC will appoint the chairman of WTC and the Town Clerk, or Deputy Town Clerk if appropriate to carry out an appeal meeting with you and your representative. We will endeavour to set a date for the appeal hearing within 5 working days of receiving your notice to appeal.

At the appeal hearing we will listen to your reasons for the appeal and ask you to put forward your reasons for why the original decision should be changed and accept any new evidence you may have. We will then adjourn the hearing before a decision is made. We will aim to give a decision within 24 hours depending on the allegations and evidence provided.

The outcome of the hearing could include:

- Dismiss your appeal with the original sanction remaining
- Uphold your appeal and remove the sanction
- Reinstate you if you have been dismissed
- Uphold part of your appeal and reduce the sanction

WTC cannot increase the sanction.

We will inform you of the outcome by letter or by email and once the decision is made there will be no further appeals allowed.

Grievance Form

The submission of this form indicates that you wish to bring a formal grievance to the Town Council's attention. The staffing, policy and development team have delegated authority to investigate the grievance and will follow the grievance procedure set out in this document.

Your Name:

Date of submission:

Please describe the details of your grievance:

Who does the grievance involve?

Do you have any evidence you would like to share? If yes, please describe what the evidence is and indicate whether you are submitting evidence with this form.

Are there any witnesses?

What outcome would you like?

Employee Signature:

To be completed by the Staffing, Policy and Development Committee

Received by:

Date:

Signature:

Grievance Outcome:

Date of outcome: