

Request for Appeal Form

Overview

A complainant or respondent may file a request to appeal an investigation if it is alleged that a serious breach of procedural fairness occurred during the investigation process. This request for appeal form must be emailed to rwp.appeal@gov.ab.ca within 21 calendar days of receiving the investigation outcome letter.

Once a request for appeal has been received, it will be reviewed and triaged by Employee Relations Services. If the initial triage of the request for appeal determines that the allegations, if proven, could constitute a serious breach of procedural fairness, the request for appeal will be directed to an appeal body for further review.

If required, the complainant and/or respondent may be requested to make further written submissions regarding the investigation that took place. Where appropriate, the appeal body may also review the full investigation report and any other information and/or documentation related to the request for appeal, or may question any parties, witnesses or the investigator.

Requests for appeal made under the Respectful Workplace Policy are confidential. However, confidentiality, including the identity of complainants, must be balanced against the requirements of procedural fairness, and any disclosure obligations imposed by law, including the *Occupational Health and Safety Act, Regulations and Code*.

Investigation Background

Please provide the contact and investigation information requested below.

Appellant Contact Information

(Name)

(Position)

(Branch)

(Department)

(Telephone)

(Email)

(Immediate Supervisor)

(Immediate Supervisor's Position)

Investigation Information

Please identify your role in the investigation for which you are requesting an appeal:

- Complainant
- Respondent

Please provide the identification number of the relevant investigation: _____.

If you are a bargaining unit employee, has the AUPE filed a grievance on your behalf under Article 50.06?

- Yes
- No
- Not applicable

If yes, please provide the Grievance number: _____.

Appeal Details

Please use the space below, and on the following page, to provide details of how and by whom a serious breach of procedural fairness occurred during the investigation process.

Please see the Respectful Workplace Policy Guidelines for some examples of a breach of procedural fairness. Additional pages may be added to this section if further space is required.

Next Steps

This completed request for appeal form should be signed, dated and emailed to rwp.appeal@gov.ab.ca. Once this form has been reviewed, the appellant will receive written confirmation of the next step in the process.

(Appellant Signature)

(Date)