



**Date:**

**To:** [insert name of 2<sup>nd</sup> line manager]

**Re:** [insert member's name] – Outcome of Appeal

Further to my previous letters to you and to [insert name of 1<sup>st</sup> line manager] objecting to the use of the Conduct Code, I am disappointed that you have written to [insert name] on [date] informing [him/her/them] that you have (a) rejected the appeal against the decision to issue [him/her/them] with a penalty of [insert penalty] (b) partially upheld the appeal by reducing the penalty from [insert original penalty] to [insert new penalty] following a charge of [insert charge, including amount of loss and the date it occurred].

As you will be aware, the correct procedure to deal with such losses is the Losses and Gains Procedure, which is not only agreed with the CWU; it is also contractual, being part of the Crown Office Staffing Agreement (COSA). Please find enclosed a copy of the agreed Losses & Gains Procedure for your reference.

I must make it clear that on behalf of our member I fundamentally object to the inappropriate use of the Conduct Code instead of the agreed Losses & Gains Procedure and am therefore advising our member to lodge a formal grievance to a higher authority. Unfortunately there is a need to reiterate Martin Rouse, former Regional Manager's position confirmed at a recent meeting with the Union when he committed to ensuring that all managers use the collectively agreed Losses and Gains Procedure as **"their first port of call"**. Consequently the broad reason for the grievance is the inappropriate use of the Conduct Code for a loss that should have been dealt with under the Losses and Gains Procedure.

I will also be reporting this breach of the Losses & Gains Procedure to our Headquarters who have already been in discussions with senior Post Office management regarding our concerns in this matter.

Yours sincerely

[Name]

[Position]

Enc