



**Policy #/Name: WCF Escalation/Appeals Policy**

**Date of Board Approval: March 6, 2016**

### **Policy Statement**

Any policy which has been enforced is open to an appeal or escalation to the next level where it is not already clearly stated that the decision is final. The appeal process is where an incident/case is reviewed and one party is requesting a change to the official decision. Appeals may reveal a requirement for process clarification or error correction.

Breaches which constitute criminal conduct may also result in criminal prosecution. If the breach includes a violation of the law, the matter may be referred to the appropriate law enforcement authorities.

### **Process**

1. Staff/volunteers/WCF Board Members who have been found guilty of policy violation/breach will have the right to appeal against the decision unless the policy indicates the decision is final.
2. Appeals will be made in writing to the Secretary General, who in conjunction with the WCF Board will appoint a panel of suitably qualified individuals to hear the appeal within 14 days from receipt of the appeal. Individuals may be appointed from outside the membership or WCF Board based on the requirement for a certain level of expertise depending on the appeal/escalation.
3. No person will sit on both the original decision making panel and the appeal panel.
4. The Secretary General shall act as facilitator in the escalation/appeals panel with no vote in the final decision.
5. All panels will be made up of no less than 3 members and always an odd number so there isn't a tie in the decision process. It shall also not exceed 7 members.
6. The cost to bring an escalation/appeal will be \$100 USD. Should the party lose the decision and the original decision stands then the applicant shall forfeit the fee. Should the party win the escalation/appeal then the fee shall be returned.
7. The decision of the Escalation/Appeals Panel will be final.