



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Cochin University P.O. Kochi – 22

8.2.8 Employment Practice Appeal Process

Overview of Employment Practice Appeal Process

The employment practice appeal process at Cochin University of Science and Technology (CUSAT) is a structured procedure that allows employees to challenge decisions or actions taken by their employer that they believe are unfair or discriminatory. This process is crucial in maintaining a fair and equitable workplace, ensuring that all employees have a voice and that their grievances are addressed appropriately.

Key Components of the Appeal Process

1. Internal Complaints Committee (ICC):

- At CUSAT, the Internal Complaints Committee (ICC) plays a pivotal role in handling grievances related to employment practices. The ICC is responsible for ensuring that complaints are addressed in a timely and impartial manner.
- The committee is typically composed of members from various departments to ensure a balanced and fair review of complaints.

2. Filing a Complaint:

- Employees who feel aggrieved by a decision or action can file a formal complaint with the ICC. This complaint should detail the nature of the grievance, the parties involved, and any supporting evidence.
- The process is designed to be accessible and straightforward, encouraging employees to come forward without fear of retaliation.

3. Investigation and Hearing:

- Once a complaint is filed, the ICC conducts a thorough investigation. This may involve interviewing the complainant, the respondent, and any witnesses, as well as reviewing relevant documents.
- A hearing may be conducted where both parties can present their case. The ICC ensures that the process is fair and that both parties have an opportunity to be heard.

4. Decision and Resolution:

- After the investigation and hearing, the ICC deliberates and makes a decision. This decision is based on the evidence presented and the principles of fairness and equity.
- The resolution may involve corrective actions, such as reversing a decision, providing compensation, or implementing policy changes to prevent future occurrences.

5. Appeal:

- If either party is dissatisfied with the ICC's decision, they may have the option to appeal. The appeal process typically involves a higher authority within the organization reviewing the case and the ICC's decision.
- The appeal process ensures that there is an additional layer of oversight and that all decisions are subject to review.

Conclusion

The employment practice appeal process is a vital component of organizational governance, ensuring that all employees have access to a fair and impartial mechanism for addressing grievances. At CUSAT, the Internal Complaints Committee plays a central role in this process, aligning with broader goals of promoting decent work and sustainable development.

Supporting documents

- Documents related to ICC on the Employment Practice Appeal Process

*Reconstitution of Internal Complaints Committee-

https://iqac.cusat.ac.in/uploads/web/files/ICC_Student_rep_UO_2023.pdf

*Reconstitution of Internal Complaints Committee against sexual harassment-

https://iqac.cusat.ac.in/uploads/web/files/Internal_Complaints_Committe_against_sexual_harassment_UO_2023.pdf