

Terms of Reference

Staff Appeal Sub-committee

To consider and make decisions on the following appeals on staffing matters in relation to but only on **procedural grounds** with the decisions by the SASC being final:

- Matters arising from personnel decisions such as re-appointment, advancement, promotion, and conversion to superannuation, etc.;
- Grievances still un-resolved after decision made by the President or appropriate authority according to the grievance procedures;
- Disciplinary matters involving termination of service/dismissal, and financial sanctions including suspension of benefits, fine, etc. under the disciplinary procedures;
- Complaints of discrimination/harassment acts where the Respondent is a staff member (other than the President or any of the Vice Presidents)* according to the Equal Opportunities Policy; and
- Any other appeals on the staffing matters referred by the President or as deemed appropriate by the Chairman of the SASC.

* The appeal mechanism where the Respondent is the President or any of the Vice Presidents is stipulated under paragraph 35 in the Equal Opportunities Policy.