

Grievance Policy: Professional Services, EMT & Research Staff

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10/10/2019

Review Date

31/12/2026

EIA

Yes

Lead Officer

Vice Principal – Curriculum, Operations & External Relations

Review Officer

Head of HR

Version Control History

Reviewer	Date of Change	Summary of Revisions made
Director of Organisational Development	2012	Review date extended to 2016
HR Manager	18.12.18	Review approved by BoM
HR Manager	10.10.19	Review approved by BoM
Quality Officer	29/07/2026	- Updated scope from all employees to Professional Services, EMT & Research due to separate nationally developed Grievance Policy for Lecturing staff now implemented. - Updated to UHI Inverness throughout - Addition of Grievance Policy for Lecturing Staff and Grievance Procedure within Related Policies section.

1. Policy Statement

UHI Inverness aims to ensure that everything possible is done by managers and staff to encourage and maintain good employee relations, so that each person can fulfil their potential and contribute to the success of the UHI Inverness. UHI Inverness is committed to dealing promptly, fairly, and consistently with staff grievances or with anyone who feels that they have been treated unfairly. UHI Inverness will deal with complaints as swiftly as possible ensuring confidentiality is maintained at all times.

The purpose of this policy is to:

- provide a framework within which staff grievance issues can be resolved in a consistent manner, designed to promote fairness in relation to the treatment of all UHI Inverness (with the exception of Lecturing Staff) employees;
- ensure that grievances are resolved as quickly as possible;
- help maintain strong and supportive professional relationships within UHI Inverness;
- meet the UHI Inverness statutory responsibilities in line with legislation.

The staff grievance procedure sets out the stages which must be followed.

2. Legislative Framework / Related Policies

Publicly available UHI Inverness policies and procedures can be accessed via our website: [About us – Publications](#). Staff and Board Members can access the full range of internal policies and procedures through the Quality SharePoint site.

- 2.1. General Data Protection Regulations
- 2.2. Data Protection Act 2018
- 2.3. Equality Act 2010
- 2.4. Public Interest Disclosure Act 1998
- 2.5. Employment Rights Act 1996
- 2.6. Employment Relations Act 1999
- 2.7. Employment Relations Act 2004
- 2.8. ACAS Code of Practice on Disciplinary and Grievance Procedure
- 2.9. UHI Inverness Public Interest Disclosure (Whistle Blowing) Policy
- 2.10. UHI Inverness Data Protection Policy
- 2.11. UHI Inverness Staff Disciplinary Policy and Procedure
- 2.12. UHI Inverness Mediation Policy and Procedure
- 2.13. UHI Inverness Grievance Policy for Lecturing Staff
- 2.14. UHI Inverness Grievance Procedure

3. Scope

- 3.1. This policy applies to all UHI Inverness employees (with the exception of lecturing staff) regardless of length of service.

4. Compliance

- 4.1. This policy and associated procedures must be complied with and will be audited regularly with reports going to the appropriate committees.
- 4.2. This document is compliant with the disciplinary, dismissal and grievance regulations as detailed in the 'Legislative framework/related policies' above.

5. Monitoring

- 5.1. Each UHI Inverness policy will be monitored and its implementation evaluated.

6. Review

- 6.1. The policy and related procedures will normally be reviewed every three years to ensure it continues to meet UHI Inverness requirements within the legislative framework.