

UHI | INVERNESS

STAFF GRIEVANCE POLICY

REFERENCE: PL/HR/2019/001

Policy Owner	Principal and Chief Executive
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	9 March 2009
First Review Date	July 2012
Date review approved by BoM	10 October 2019
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Further information (where relevant)	

Reviewer	Date	Review Action/Impact
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

Contents

1. Policy Statement	3
2. Legislative framework/related policies	3
3. Scope	3
4. Compliance	4
5. Monitoring	4
6. Review	4

1. Policy Statement

The College 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 College. The College is committed to dealing promptly, fairly, and consistently with staff grievances or with anyone who feels that they have been treated unfairly. The College 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 Inverness College UHI employees;
- ensure that grievances are resolved as quickly as possible;
- help maintain strong and supportive professional relationships within the College;
- meet the college statutory responsibilities in line with legislation.

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

2. Legislative framework/related policies

- 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. Inverness College's Public Interest Disclosure (Whistle Blowing) Policy
- 2.10. Inverness College's Data Protection Policy
- 2.11. Inverness College's Staff Disciplinary Policy and Procedure
- 2.12. Inverness College's Mediation Policy and Procedure

3. Scope

- 3.1. This policy applies to all Inverness College UHI employees 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 polices' above.

5. Monitoring

- 5.1. Each college 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 College requirements within the legislative framework.