

Human Resources
Goireasan Daonna

Employee Exit Policy (including movers)

Poileasaidh Agallamhan Fàgail

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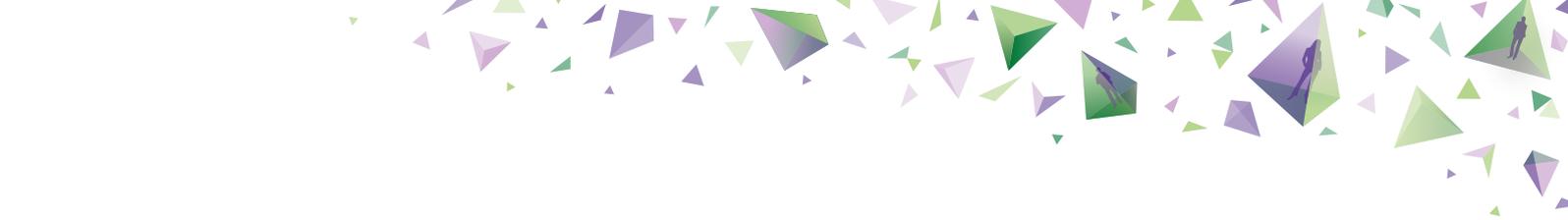
Document Control

A. Version History

Version	Date	Author	Change
1.0	25th April 2022	Vanessa Gunn & Koreen MacDougall	Updated policy and applied new format
0.1	27th May 2015	Partnership Working Forum / Resources Committee	Standard Policy format

B. Document Approval

Name	Title	Role
Elaine Barrie	Head of HR	Owner
Louise McGunnigle	HR Manager	Final Reviewer
HR Sub Group	TU Representation	Reviewer
Koreen MacDougall	Talent Manager	Reviewer
Vanessa Gunn	HR Analyst (Recruitment)	Reviewer



Introduction

The Council's policy on the use of Employee Exit Questionnaires, Employee Exit Interviews and Employee Movers Questionnaires is designed to understand the reasons why staff move job roles or leave the Council, identify patterns or trends and provide data for workforce planning. The data gathered will be used to inform action plans to improve retention and organisational effectiveness.

Policy Purpose

The purpose of the Employee Exit Policy is to:

- Identify reasons for and trends in turnover
- Identify any associated training and development needs for employees
- Identify factors that could help retain Council employees
- Identify employment areas requiring change
- Use data gathered when revising HR policies and procedures.

Guidance

For further guidance please refer to the [Exit Interview](#) page linked at the bottom of this Policy or on the [HR Website](#).

Employee Exit Process

Employees leaving the Council's employment will receive an invite to complete an on-line Employee Exit Questionnaire. In addition, an Employee Exit Interview is offered to expand on reasons for leaving.

Data gathered from Employee Exit Questionnaires will be analysed by the Talent Team and passed to HR Business Partners to share with respective Services to improve:

- **employee experience**
- **retention.**

Any serious issues that arise during the Employee Exit Interview process must be discussed with HR in the first instance, for example, any claims of bullying/harassment or dangerous work practices.

Employee Movers Process

Employees moving job roles within the Council's employment who wish to complete an on-line Employee Movers Questionnaire, should click on the link here.

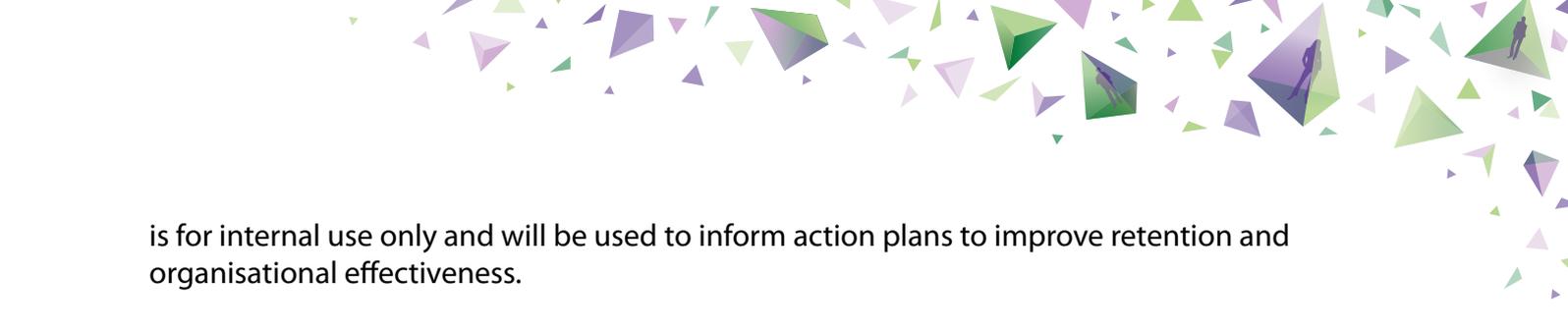
Data gathered from Employee Movers Questionnaires will be analysed by the Talent Team and passed to HR Business Partners to share with respective Services to improve employee experience.

Any serious issues that arise during the Employee Movers Questionnaire must be discussed with HR in the first instance, for example, any claims of bullying/harassment or dangerous work practices.

Data Protection

Employee Exit Questionnaires, Employee Exit Interview and Employee Movers Questionnaires documentation will state the reasons why this information is being requested, how the information will be processed and how it will be used.

The information that is collected in the questionnaires will help the organisation understand the reasons for employees moving job roles/leaving the Highland Council. The data gathered



is for internal use only and will be used to inform action plans to improve retention and organisational effectiveness.

Any personal information will only be used in accordance with our privacy policy. You can find our full privacy policy [here](#).

Legislation

The development and application of this policy is guided by:

- **Equalities Act 2010.**
- **Highland Council Privacy Policy**

Monitoring

The application of this policy will be monitored through the Highland Council Partnership Framework and HR Sub Committee.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information and relevant organisations mentioned in this policy.

Employee Exit Interview Page	Click Here
Employee Exit Checklist	Click Here
Employee Exit Questionnaire	Click Here
Employee Movers Questionnaire	Click Here
Privacy Policy	Click Here

