**Redundancy Policy**

**Introduction**

We value our employees and are committed to providing long-term job security and managing the business as best as possible to safeguard your employment.

However, there may be occasions when financial pressures, changes in our working practices, technological advances, or external factors impact our workforce. Where this is the case, we will explore alternative measures to avoid compulsory redundancy. Where appropriate, we may initially seek volunteers for redundancy. Despite our best efforts, certain business situations may arise where redundancies are unavoidable.

This policy outlines the procedure we will follow when faced with a potential redundancy situation and signposts the help and support available to those affected. The policy will be applied fairly and equally to all employees without discrimination.

This policy does not form part of your employment contract, and we reserve the right to amend or withdraw it at any time.

**Measures to avoid or minimise redundancy**

We will consider possible alternative measures to minimise or avoid a redundancy situation. Depending on our business needs at the time, we may consider the following:

* [freezing recruitment for employees who have resigned or retired;
* freezing recruitment for new permanent members of staff;
* stopping or reducing the use of temporary workers;
* stopping or reducing overtime;
* freezing or reducing pay;
* offering career breaks or other types of unpaid leave;
* flexible working arrangements;
* retraining or redeploying employees;
* inviting early retirements;
* short-time working - reducing the hours of work for a temporary period; and
* lay-offs - suspending paid work for a temporary period].

**Voluntary redundancy**

We may seek volunteers to reduce the need for compulsory redundancies. However, we reserve the right not to accept an employee's application for voluntary redundancy. For example, we may not accept an employee's application where we receive too many volunteers or consider accepting an application outside the business's best interests.

**Consultation**

We will consult with all employees potentially affected by the redundancy situation, not just those at immediate risk of redundancy. Where it is not possible to hold a face-to-face meeting, we will conduct the consultation process remotely. We will ensure you have access to the necessary technology for participating in the process.

Where we propose to dismiss 20 or more employees as redundant at one establishment within 90 days or less, we will consult with recognised trade union representatives and/or elected employee representatives. We will consult with them on the proposed selection criteria and how that criterion will be scored, in addition to other matters relating to the redundancy proposal. This is known as collective consultation.

In any collective consultation exercise, we will also consult individually with each employee affected by the redundancy proposal regarding their circumstances.

We will elect employee representatives if there is no recognised trade union or suitable existing employee representatives.

**Redundancy selection**

We will identify which and how many roles are potentially redundant. We may need to create a pool of employees from which those to be made redundant will be selected. The selection pool will generally consist of employees who carry out the same or similar work and perform interchangeable jobs. However, a selection pool will not be necessary, for example, where redundancies are expected to involve the whole organisation or just one specific role. The decision on whom to include in the pool will be based on genuine business reasons.

We will then conduct a scoring exercise for employees in the redundancy pool. The employees with the lowest scores will be provisionally selected for redundancy. We will ensure that the selection criteria used to select those employees are reasonably objective, measurable, capable of being applied fairly, and reflect the job requirements after the redundancy exercise is complete.

We will consult with you individually about; the selection pool, the selection criteria used, how that criterion will be scored, and the provisional scores will be awarded once the selection exercise is completed.

**Notice of redundancy**

If your selection for redundancy is confirmed, you will be given written notice of the termination. The notice period will be either set out in your employment contract or the statutory minimum notice period, whichever is greater.

Depending on the circumstances, we may make a payment in lieu of notice instead of requiring you to work your notice period.

**Redundancy payment**

You are entitled to a statutory redundancy payment if you have worked for us for at least two years. We will calculate this payment in accordance with the relevant statutory redundancy pay provisions in force at the time. You will receive a written statement explaining how your redundancy payment has been calculated.

Entirely on a discretionary basis, we may offer an enhanced redundancy payment. This payment will include any entitlement you may have to statutory redundancy pay.

**Alternative work**

If you are selected for redundancy, we will continue to explore suitable alternative employment and other internal vacancies that may arise within the organisation up to your termination date. The selection of candidates for alternative work will be conducted fairly. If a suitable alternative role arises during your notice period, you will be informed and provided with details relating to the application process.

If you are willing to accept an offer of suitable alternative employment, you will retain your right to statutory redundancy pay.

Suppose you have been given notice of redundancy during maternity leave, adoption leave, or shared parental leave. In that case, we are under a statutory obligation to offer you suitable alternative work where it exists, in preference to your colleagues who have also been selected for redundancy.

**Time off work for training or to look for a new job**

We recognise and understand the financial and emotional strains that come with redundancy. If you are selected for redundancy, we will give you a reasonable amount of paid time off to look for alternative employment, attend job interviews and arrange training for future employment.

[OR

If you are selected for redundancy, you may be entitled to take a reasonable amount of paid time off work to look for alternative employment, attend job interviews and arrange training for future employment. To qualify, you must have at least two years of continuous service by the date your notice is due to expire.

Any request for time off work should be made [by email] to [name of individual].

**Additional support**

We understand that redundancy situations cause stress and feelings of insecurity. If you are concerned about your well-being or a colleague’s, you should speak to [your line manager /name of individual]. [Alternative internal help is available through [the employee counselling scheme/employee helplines/intranet material].

We also recommend the external support and information available at:

* [www.acas.org.uk/redundancy](https://www.acas.org.uk/redundancy), for free online and telephone information and advice on employment law issues; and
* [www.gov.uk/redundancy-your-rights](https://www.gov.uk/redundancy-your-rights) for free information from the government on employment law and rights.

**Right of appeal**

You have the right to appeal against the decision to dismiss you for redundancy. The notice of redundancy letter will contain details about the appeal process.

**Data protection**

We process your personal data, including special categories of your data, following our [data protection policy](https://www.xperthr.co.uk/policies-and-procedures/data-protection-policy/162690/) at all stages of the redundancy process.