

REDUNDANCY POLICY

We intend to grow our business activities and provide a stable work environment with security of employment for our employees.

The nature of our business however means that we engage in contracts with client companies to deliver cleaning services and these contracts come up for renewal periodically and contracts may be lost. In these circumstances, normally employees working on that contract will transfer to the new contract provider in accordance with the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

In other circumstances, should ever become necessary for commercial or company reasons to contemplate redundancies, we will follow a fair and reasonable procedure in accordance with current legislation.

Prior to reducing staff numbers, we will undertake to:

- reduce overtime working to a minimum
- restrict recruitment in areas that are affected by the redundancy situation
- consult with employees as to the reasons why redundancies may be necessary and the process of selection if required
- investigate and discuss with affected employees any suitable alternative roles
- consider the possibility of temporary lay-off or short time working

If it should become necessary to reduce staffing levels, we will undertake to:

- ensure that selection is based on fair and objective criteria
- provide contractual notice
- allow reasonable time off with pay to attend interviews and seek new work or training opportunities during any notice period
- pay outstanding salary, accrued holiday pay and statutory redundancy pay as appropriate as promptly as possible.