

## Redundancy Policy & Procedure

### 1. Policy Summary

Helping Hands aspires to be a fair and equitable employer, committed to the principle of maintaining the highest possible level of job security for its colleagues. However, it is recognised that there may be certain circumstances when staffing reduction are necessary. We will always try to avoid the need for redundancies.

The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary:

- I. We communicate clearly with all affected colleagues and ensure that they are treated fairly
- II. We try to find ways of avoiding redundancies
- III. We consult with colleagues
- IV. Any selection for redundancy is undertaken fairly, reasonably and without discrimination

This policy applies to all colleagues. It does not apply to agency workers, consultants or self-employed contractors.

This policy will be reviewed regularly to ensure that it reflects our legal obligations and our business needs.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

### 2. Avoiding Redundancies

Where we are proposing to make redundancies, we will enter into consultation with all affected colleagues on an individual basis where appropriate.

In the first instance we will consider steps that might, depending on the circumstances, be taken to avoid the need for redundancies. Examples of such steps include:

- I. Reviewing the use of agency staff, self-employed contractors and consultants.
- II. Restricting recruitment in those areas into which affected colleagues might be redeployed.
- III. Freezing salaries for a specified period.
- IV. Considering the introduction of short time working, job-sharing or other flexible working arrangements, where these are practicable.
- V. Identifying suitable alternative work that might be offered to potentially redundant colleagues.
- VI. voluntary redundancy applications may be considered; however we reserve the right to refuse an application. where it is not in the best interests of our business.

Any measures adopted must not adversely affect our business and our ability to serve our customers.

### **3. Compulsory Redundancies**

When it is not possible to avoid making compulsory redundancies, we will advise all affected colleagues where appropriate, that compulsory redundancies cannot be avoided. We will consult on the procedure that will then be followed and the criteria that will be applied.

In carrying out any redundancy exercise we will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

The criteria used to select those colleagues who will potentially be made redundant, will be shared with those impacted during the process. It will be objective, transparent and fair and based on the skills required to meet our existing and anticipated business needs.

We will then consult individually with those colleagues who have been provisionally selected for redundancy.

Colleagues selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive.

We will continue to work with impacted colleagues towards redeployment until their termination dates. The manner in which those colleagues apply for and are interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

### **4. Rehire Following Redundancy**

Where selection for redundancy has been confirmed and payments have been made, Helping Hands will adhere to a 3 month no-rehire period.

### **5. Payments**

Helping Hands align with statutory government redundancy guidelines.

<b>Signed off by</b>	Group Managing Director
<b>Held By</b>	People Team
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<b>References</b>	Employment Law