

REDUNDANCY POLICY

[INSERT COMPANY NAME] shall ensure security and continuity of employment for as many of its staff as is reasonably practicable. Every reasonable effort will be made to avoid redundancy situations arising and to avoid making individual members of staff redundant.

However, it does recognise that the requirements of the organisation may necessitate changes involving redundancy from time to time. In the unfortunate event of having to make staff redundant, the Company will act in accordance with all relevant legislation and the Company policies.

Redundancy Situations

Wherever possible, [INSERT COMPANY NAME] will endeavour to avoid a redundancy situation via appropriate planning and forecasting. Steps will be taken such as reducing other costs and introducing a recruitment freeze as an alternative to redundancy.

Where a redundancy situation cannot be avoided, the University will, wherever possible, first seek to achieve the necessary reductions in staff numbers through means other than compulsory redundancy. See below "Mitigating the Numbers Made Redundant".

If changes are envisaged that involve a reduced requirement for members of staff to perform work of a particular kind, or involve a cessation of that work, [INSERT COMPANY NAME] will declare a 'potential redundancy situation' and staff 'at risk' will be identified.

[INSERT COMPANY NAME] will try to keep the number of staff identified as 'at risk' to a minimum. The number will generally be all those staff currently undertaking the work that is likely to cease or diminish.

[INSERT COMPANY NAME] recognises that redundancy situations can create additional pressures for staff. As far as possible, additional support will be offered to any member of staff experiencing difficulty during such situations.

In cases where more than 20 staff are identified as being 'at risk' of redundancy [INSERT COMPANY NAME] has a duty to inform the Secretary of State via Department for Business Innovation and Skills (BIS).

Mitigating the Numbers Made Redundant

[INSERT COMPANY NAME] will consider all serious views expressed by staff, their representatives and trade unions and will take steps to minimise the numbers actually made redundant. This may include considering the following:

- job sharing