

**Forest Upcycling Project
Monmouthshire Upcycle
Redundancy Policy**

Last reviewed October 2024



Purpose and Scope

The Charity recognise the importance of maintaining a stable and valued workforce. However, it is recognised that reorganisations and redundancies may become necessary at times in line with the charity's needs. The purpose of this policy is to outline how we will approach these situations to ensure affected employees are treated in a fair, consistent and non-discriminatory manner.

This policy applies to all employees. It does not form part of any employee's terms and conditions of employment and the Charity may depart from it depending on the circumstances of the case.

Measures to Avoid or Minimise Redundancy

The Charity will seek to avoid or minimise redundancies wherever practicable and appropriate. Measures could include:

- Restricting the use of overtime
- Redeployment as an alternative to redundancy
- Restricting recruitment in areas where affected employees could be redeployed
- Investigating the possibility of alternative working arrangements such as job sharing or flexible working
- Reviewing the use of agency workers and self-employed contractors
- Inviting applications for voluntary redundancy or early retirement

This is not an exhaustive list and, further, not all measures will be appropriate in each case. Measures will need to be assessed in line with business needs.

Consultation

The Charity will keep affected employees informed as fully as possible about proposals for redundancies and will consult with those affected by any proposal and, where appropriate, appropriate representatives (such as a recognised trade union or employee representatives).

The Charity will consider any alternative proposals with a view to avoiding redundancy and reducing the number of employees to be made redundant.

The redundancy process will be objective, transparent and fair. The Charity will not discriminate against employees on the grounds of any protected characteristic (gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age). Further, those working under part-time or fixed-term contracts will be treated in the same way as full-time employees.

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Suitable Alternative Employment and Trial Period

The Charity will assist where possible, in helping employees find alternative employment.

As part of the individual consultation process, any suitable vacancies will be discussed with the employee.

Where an alternative job has been identified, offered and accepted, the employee will be subject to a minimum four-week trial period. The purpose of this period is to allow the employee and the Charity to assess whether the new role is suited to the individual and whether they are capable of doing it.

If after this trial period has been completed and both parties agree that the new position is unsuitable, the employee will be entitled to claim redundancy pay. Such pay will be calculated up to the date the original job was declared redundant.

Time Off to Find Other Work

Employees who are under notice of redundancy and who qualify for a statutory redundancy payment also have a statutory entitlement to a reasonable amount of time off to look for another job or to arrange training. Such time off must be arranged in advance with the Company.

Statutory Redundancy Pay

Provided that an employee has at least two years' service, any employee who is dismissed by reason of redundancy will be entitled to a statutory redundancy payment. The statutory redundancy payment is calculated using a formula laid down by the Government.

The Charity shall notify the employee of any Statutory Redundancy Pay to which he/she is entitled.

Enhanced Redundancy Pay

The Charity may, in its absolute discretion, offer an enhanced redundancy payment. Any such payment will **[include/be additional to]** the statutory entitlement above.

Any payment of enhanced redundancy pay is at the sole and absolute discretion of the Charity. Employees have no contractual right to receive an enhanced redundancy payment.