



Policy reviewed on 21.03.2017

Redundancy Procedure

It is The Exwick Ark's intention to provide security of employment for all its employees. If circumstances arise when changes in the market, organisational requirements and similar mean a reduction in staffing levels are required we have a redundancy policy as follows:

Consider the options:

1. Imposing a restriction on recruitment
2. Restricting the use of temporary and casual employees
3. Reducing the amount of extra weekly hours worked for The Exwick Ark
4. Implementing temporary layoff or short time working where this is appropriate
5. Implementing compulsory retirement for those employees who are over the normal retirement age (see employment policy)
6. Considering applications for voluntary redundancy

If after consideration and implementation of these options and any other alternatives the management may still decide that the need for redundancy remains. In this case consultation will take place.

Redundancy selection will be based on the following criteria:

1. Attendance
2. Conduct
3. Flexibility
4. Capability
5. Service Length

These criteria may be differently weighted depending on the circumstances but will all be assessed in an objective manner.

The Exwick Ark needs to retain appropriate skills, knowledge and a balanced workforce at all times and this will also be taken into account.

The Exwick Ark reserves the right to introduce short-time working or a period of temporary layoff without pay, where this is necessary to avoid redundancies or where there is a shortage of work.

Legal advice will be sought by the management before any redundancies are made.

Signed: