



GLOBAL RENEWABLES™

# Redundancy Policy

## 1. Introduction

The aim of this policy is to clarify what procedures will be followed in the event of redundancies becoming unavoidable in the company. Every effort will be made to ensure that redundancies will be avoided, but we have to accept that there could be circumstances beyond GRLOL's control, which could result in a reduced demand for certain services.

### ***Avoidance of redundancies***

In the event of a reduction in demand serious enough to require a commensurate reduction in working hours, our first step will be to consider ways of adjusting to the reduction. This will include:

- reducing costs where possible;
- cutting back on overtime;
- reducing the number of short-term temporary or agency staff;
- bringing work in-house, rather than using contractors, where this is possible;
- redesigning jobs and reorganizing work;
- considering any other proposals put forward.

If we are unable to achieve the required savings by reorganising we may ask for volunteers for redundancy. However, GRLOL reserves the right to refuse to agree to make someone redundant if it is not in our interests to do so.

### ***Consultation***

In the event of compulsory redundancies being unavoidable GRLOL will consult with trade union and employee representatives about:

- redundancies proposed;
- reasons for the proposals;
- number and descriptions of employees who it is proposed to make redundant;
- total number of employees of that type employed in the company;
- proposed method of selecting the employees for redundancy;
- how the redundancies will be carried out;
- how any redundancy payments will be calculated.

The consultation will be carried out for the purpose of considering ways of:

- avoiding the dismissals;
- reducing the number of employees to be dismissed; and
- mitigating the consequences of the dismissals.

In addition to any collective discussions, any individual employee whose job is considered for redundancy will also be consulted to consider alternative suggestions.

### ***Selection of staff for redundancy***

The criteria for the selection of staff to be made redundant will be discussed as part of the consultation process.

GRLLOL will ensure that any criteria selected are fair and objective.

Any employee selected for redundancy will be notified in writing, following individual consultation.

### ***Notice period***

The employee's contractual or statutory period of notice, whichever is the greater, will apply.

### ***Redundancy pay***

Redundancy pay will be calculated in accordance with the relevant statutory provisions which are based on the employee's age, length of continuous employment, and the current statutory weekly rate or the actual weekly wage.

Additionally, any statutory provisions will be supplemented with the Company Redundancy Pay provisions as detailed below:

- Service 0-2  
Notice period if applicable (No eligibility for Statutory)
  
- Service 2-5  
1 Week Gross Pay for each year of service  
Statutory Entitlement  
Notice period (if applicable)
  
- Service 5+ Years  
1.5 Weeks Gross Pay for each year of service  
Statutory Entitlement  
Notice period (if applicable)

### ***Right of appeal***

Any employee who feels that the selection criteria were unfair or incorrectly applied can appeal to the General Manager. Any such appeal must be made in writing within 10 working days of receiving the redundancy notification. The General Manager will arrange an interview within five days with the employee, who has the right to be accompanied by a trade union representative or colleague. The General Manager will give a decision on the issue within 10 working days of the interview.

### ***Time off to seek alternative employment***

Any employee made redundant will be considered for other suitable jobs in the company. If no such jobs are available, and you have been continuously employed for 2 years by the date your [notice period](#) ends, in line with statutory requirements, you will be allowed a reasonable amount of time off to:

- look for another job
- arrange training to support you in securing another job