

## Redundancy Policy

Pabulum (Company) will always try to avoid the need for compulsory redundancies but sometimes these may be necessary. The Company will endeavour to ensure that any potential or actual redundancy situation is managed in a fair, consistent and sympathetic manner in order to minimise hardship to those concerned. The Company will also ensure that any selection for compulsory redundancy is undertaken without discrimination.

This policy applies to all employees, but it excludes agency workers, consultants or self-employed contractors. This policy does not form part of any employee's contract of employment, and we may amend this policy at any time.

Any employee whose role could be affected by potential redundancy will be given as much notice as possible and fully consulted about the impact of any impending redundancy situation. The Company will seek to reduce the effects of redundancy by considering other alternatives such as:

- Reviewing the use of agency staff, self-employed contractors and consultants.
- Restricting in those areas into which affected employees might be redeployed.
- Reducing overtime to that needed to meet contractual commitments or provide essential services.
- Freezing salaries for a specified period.
- Considering the introduction of short time working, job-sharing or other flexible working arrangements, where these are practicable.
- Identifying suitable alternative work that might be offered to potentially redundant employees.
- Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and we reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of our business to do so.

Details of vacancies will be provided to those under notice of redundancy.

Volunteers will be considered in situations where a number of positions at risk have a similar skill set. However, the Company reserves the right to reject a volunteer if it is decided that there are over-riding business reasons not to select that individual.

Any measures adopted must not adversely affect the Company's business and its ability to serve its customers.

### Making compulsory redundancies

If there remains a need to take compulsory action, the pool of employees affected by the redundancy situation will be identified and a redundancy matrix compiled using a range of criteria which will be discussed with all staff identified in the pool of employees.



The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet our existing and anticipated business needs.

The Company will consult with staff on at least two occasions and encourage them to provide their input on alternatives to redundancy.

Thereafter, based on input from the employees affected and business needs, a decision will be made and advised to those whose roles are redundant at a formal redundancy dismissal meeting. Those given notice following redundancy consultations have the right to appeal against their dismissal.

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.

Formal written notice will be given and details of any Statutory Redundancy Payment due will be provided. Statutory Redundancy Payments are paid free of normal PAYE deductions. A minimum service period of two years must have been worked in order for a payment to be due. While serving any notice period those selected for redundancy have the right to reasonable time off to look for alternative work. Time off must be agreed in advance with the Line Manager. The Company will continue to look for alternative employment for redundant employees until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time.

Where an offer of suitable alternative employment has been made which involves a different type of work the employee is entitled to a 4-week trial period. The effect of the trial period is to give the employee and the Company a chance to decide whether the new job is suitable, without necessarily losing the right to a redundancy payment. Should the Company wish to end the trial period within the 4 weeks for reasons connected to the new job, the employee will retain the right to the redundancy payment calculated at the date the original contract ended. If the employee works beyond the end of the 4-week period any entitlement to redundancy will be lost.

Where practical, HR will provide as much information as possible for employees in order to help them through the redundancy process.

**Nelson Williams**  
**Managing Director**

*(This policy will be reviewed in November 2022)*

