**SOHBET SOCIETY**

**REDUNDANCY POLICY**

**Statement**

The aim of this policy is to clarify what procedures will be followed in the event of redundancies becoming unavoidable in Sohbet Society. Sohbet Society’s Trustees and management work to ensure the economic viability of the organisation as a whole but circumstances may arise where changes in the market, technology, availability of funding and organisational requirements necessitate the need to make job reductions.

As far in advance of the proposed implementation date as is reasonably possible, management will notify all employees that job reductions are proposed and identify which posts have been identified as being at risk.

**Avoidance of redundancies**

Sohbet Society will consider as a first step organisational ways to achieve the necessary reduction of costs without redundancies. This will include examining overtime, redesigning jobs and reorganising work and considering any other proposals put forward.

**Selection**

Some redundancies will be due to reducing or insufficient funds to continue a project or post and therefore the redundancy will be linked to the funding associated to that position. However, in many situations a wider approach will be adopted. This will take into consideration the needs of the organisation and the retention of the specific knowledge and skills necessary to maintain a balanced workforce.

**Notification**

1. All staff at risk will be notified.
2. All staff at risk will be offered an interview with their line manager to discuss options and possibilities.

Clear processes will be utilised to ensure a transparent selection process for those posts used to determine those put at risk. It should be noted, however, that poor attendance records **will** be taken into account.

**Consultation - Representation and redeployment**

**A consultation period** will be not less than 2 week and may extend to 4.

In the consultation period between effected staff and line managers, employees will be invited to make representation regarding their proposed dismissal. Full consideration will be given to any such representation before confirmation of redundancy is made.

As part of these individual consultations employees will be informed of any entitlements they may have to redundancy compensation in accordance with the statutory payments scheme.

# In the case of redeployment: Sohbet Society may offer ‘suitable alternative employment’.

Whether the job is suitable depends on:

* how similar the work is to the current job
* the terms of the job being offered
* existing skills, abilities and circumstances in relation to the job
* the pay (including benefits), status, hours and location

**Refusing an offer**

An employee may lose their right to statutory redundancy pay if they unreasonably turn down suitable alternative employment.

**Trial periods**

Employees and volunteers have the right to a 4-week trial period for any alternative employment they’ve offered by Sohbet Society.

The 4-week period could be extended if training is needed. Any extension must be agreed in writing before the trial period starts.

The individual must tell Sohbet Society during the trial period if they decide the new job isn’t suitable. This won’t affect their employment rights, including their right to statutory redundancy pay.

The employee will lose their right to claim statutory redundancy pay if they don’t give notice within the 4-week trial period.

**Right of appeal**

Any employee who feels that the selection criteria were unfairly or incorrectly applied or that an offer of alternative employment was unsuitable, can appeal to the Chief Executive or in the case of those who report to the Chief Executive, the Chair of Sohbet Society Board. During these processes staff may be supported by a team colleague who is not related or personally connected to that person through a close relationship. Any such appeal must be made within five working days of the notification of redundancy or offer of alternative employment.

**Confirmation of redundancy**

Where redundancy is confirmed those selected will be given notice of termination in accordance with contractual entitlements. In certain circumstances where it is considered appropriate employees may be allowed to leave with payment in lieu of notice.

Subject to organisational needs redundant employees will be allowed to take appropriate time off during their notice period to seek retraining or alternative work in accordance with current legislation. Requests for time off should be made to the line manager in the first instance.

**Redundancy payment**

Compensation for loss of employment due to redundancy will be in accordance with statutory entitlement as laid down in existing legislation.

All employees who received redundancy payments will be given written notification of the way in which their redundancy pay has been calculated.

**Notice**

The notice period will start the first day of dismissal notice. I.e. the first day following the 2 - 4 week consultation period and will be as per contract.

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