**VEEVE Redundancy Policy**

Introduction

At Veeve we constantly seek to develop our business to provide and maintain employment for all our employees. We are in a competitive business environment and must respond to change when necessary. This means there are certain situations that result in reorganisation and/or a reduction in the size of our workforce. When this happens, it is possible that job roles will significantly alter, diminish or cease to exist and employees may face the fact that their role could be made redundant. In such situations the company will comply with its statutory obligation to consult with those affected, and where appropriate, their representatives.

Where this is necessary, Veeve will ensure that:

* the total number of redundancies made is kept to a minimum;
* employees and, where appropriate, their representatives are fully consulted on any proposals and their implementation;
* selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;
* every effort is made to redeploy or find alternative work for employees selected for redundancy;

The purpose of this policy is to lay out how Veeve will manage impending employee redundancies and, if necessary, any decision to implement proposed redundancies. It is Veeve’s intention to avoid redundancies wherever possible, and if they should be unavoidable to mitigate their effect. Furthermore, this policy reflects Veeve’s commitment to full employee consultation and to provide appropriate support to staff should redundancies take place.

This applies to all categories of staff and this policy is in line with all relevant employment legislation and requirements including:

* Equality Act 2010;
* Employment Rights Act 1996;
* Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
* Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000; and
* Employment Act 2002 (Dispute Resolution) Regulations 2004

This policy also applies to any situation where fewer employees are required due to a reorganisation of work.

This statement sets out Veeve’s approach to dealing with potential redundancies. It does not form part of employees’ terms and conditions of employment and may be subject to change at the discretion of management.

Alternatives to redundancy

Before making any compulsory redundancies Veeve will first take all reasonable steps to identify feasible alternatives to meet the needs of the business. These will include:

(a) restriction of external recruitment;

(b) reduction in overtime;

(c) introduction of possible short-time working or temporary lay-offs;

(d) introduction of flexible working hours/days;

(e) ‘ring-fenced’ internal recruitment and redeployment to alternative work;

(f) consideration of terminating or restricting the engagement of temporary/agency

staff;

Redundancy selection

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of Veeve at the time. However, every effort will be made to construct a fair and robust set of criteria following appropriate consultations.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be informed of the fact and invited to a meeting, at which they will be given an opportunity to make representations that the application of the criteria results in unfairness to them or if they feel that there has been a mistake in the application of the criteria.

Alternative work

Veeve will make every reasonable effort to identify and offer suitable alternative work to those employees whom it proposes to make redundant. In the first instance, these employees will be notified of all existing vacancies when they are notified of their selection for redundancy. They will be given the opportunity to discuss these vacancies with the relevant manager(s). Further meetings may be necessary for the employee and relevant manager(s) to explore the individual’s suitability. Any offer of suitable alternative work which is accepted by the employee will be subject to a statutory trial period of four weeks.

If the new position is subsequently deemed unsuitable by Veeve the employee’s employment will be terminated at the end of the trial period. S/he will receive a statutory redundancy payment based on the date on which their original job became redundant. In these circumstances, should another suitable alternative job be available, the employee will be offered that job and be subject to a further trial period of four weeks.

Should Veeve consider a vacancy to be suitable as an offer of alternative work, but the employee unreasonably refuses that offer, or, having taken up the offer resigns that position before the end of the trial four week period, the employee will forfeit their right to a statutory redundancy payment.

Any period of four weeks may be extended by Veeve because of the need for re-training without affecting the employee’s right to a statutory redundancy payment.

Veeve reserves the absolute right to make a decision about the employee’s termination of employment.

Special consideration will be given to providing suitable alternative work for those on maternity leave on the date of their proposed redundancy dismissal.

The duty of Veeve to seek suitable alternative work for redundant employees will continue up to and including the date of the employee’s termination of employment.

Veeve reserves the right to select the best candidate for any job where there is more than one suitable candidate and may apply appointment selection criteria. During any period of redundancies Veeve will ‘ring-fence’ any vacancies as being open only to internal candidates unless there are circumstances where it reasonably believes there are no suitable internal candidates.

Time-off to look for work/undergo training

Any employee under notice of redundancy dismissal will be granted reasonable time off to look for alternative work with another employer. This will also include reasonable time off to attend interviews or to undergo training for alternative work. Appropriate time off will be arranged with the employee’s line manager.

Support for redundant employees

Veeve will make every reasonable attempt to support any employee who is made redundant. Depending on resources available at the relevant time outsourced support may be arranged. Requests from employees for financial support with training/educational costs will also be considered.

Statutory redundancy payments

Those employees with two or more years’ continuous service with Veeve will be entitled to receive a statutory redundancy payment. This will be calculated according to their age, length of service and final gross weekly pay subject to the statutory maximum (based on the maximum rate of a week’s pay at the time of the redundancy dismissal.

Employee representatives

Consultations will be carried out with individual employees as appropriate. Where it is proposed that 20 or more redundancies may occur [at the same location] over a 90-day period, consultations will take place with an elected staff consultative committee over the proposals and the general process to be followed. Individual employees will still be consulted in respect of their own particular circumstances.

Termination of employment

Depending on the circumstances, Veeve may waive its right to insist on the employee working their notice.