**VEEVE Secondment Policy**

Purpose

The purpose of this policy is to set out the arrangements for employees undertaking a long term or short term secondment to another area within Veeve.

Definitions

A secondment will be when an employee moves to work in another part of the organisation for a defined period of time. It is presumed that the employee will return to their original department at the end of the secondment.

Reasons for a secondment

A secondment might be agreed for a number of reasons. These include (and this is not an exhaustive list):

* + Career development – giving the employee an opportunity to experience another area of the organisation so that the employee has a broader appreciation of business management.
  + Special projects – an employee might be seconded to work on a project team to address some specific issue within the organisation.
  + Assistance – an employee might be asked to move to another area of the organisation which requires assistance for some reason.

Continuity of service

Continuity of service accrues during the period of secondment, unless the employee actually takes a break from employment before or after the secondment. If this does occur the situation relating to continuity of service will be specifically agreed with Finance.

Contractual terms

In accordance with Sections 1-7 of the Employment Rights Act 1996 a letter will be sent to an employee confirming any of the terms and conditions of employment listed in those sections of the Act which will change as a result of the secondment. The terms listed are:

* + Name of employer and employee
  + Date when employment began
  + Date when continuous service with the employer began
  + Job title
  + Rate of remuneration, the way it is to be calculated and the periods of payment
  + Hours of work
  + Holiday pay
  + Place of work
  + Sickness and injury payments
  + Pension scheme
  + Length of notice to be received and given by the employer
  + A date the employment is to end if there is a fixed term contract
  + Relevant collective agreements
  + Any terms relating to a posting outside of the UK
  + Disciplinary rules
  + Grievance procedures

Moving to a different location

If the secondment requires working from a different location which is a further distance from the employee’s home than the current work location, the employee might be entitled to assistance with travelling costs. This will be discussed on an individual basis with the Finance department.

If the secondment requires working at a location which is not a realistic travelling distance from the employee’s home the issue of overnight accommodation will be discussed on an individual basis with the Finance department.

Any agreements on either matter will be confirmed in writing within the letter setting out the contractual terms of the secondment.

Payment

In the letter setting out the contractual terms of the secondment the rate of remuneration during the period of secondment will be confirmed. If there is an increase in remuneration during the secondment the employee will revert to the previous rate of remuneration when returning to his/her original job. However, if any pay increases have been applied to the original job during the employee’s secondment the employee will receive those increases.

Bonuses

In some situations it might be appropriate to agree terms relating to a bonus payment on successful completion of targets within the secondment. Any such terms will be confirmed in the letter setting out the contractual terms of the secondment.

Preparation for the secondment

It might be appropriate for the employee to undergo training or other activities in preparation for a secondment. For example, if the secondment is to take place overseas there might be the requirement for language training.

When the secondment is agreed a plan will be agreed between the employee and the line manager of the secondment to ensure the employee is correctly prepared.

Overseas secondment

If the secondment is overseas the organisation will be responsible for obtaining any necessary paperwork (eg: visa). The employee will be required to supply all information and documents required to allow this process to proceed smoothly.

The currency of payment and other issues relating to salary will be confirmed in the letter setting out the contractual terms of the secondment.

Dissatisfaction with the secondment

If the employee is dissatisfied with any aspect of the secondment once it has commenced s/he should talk to his/her line manager (for the secondment) in the first instance. If the situation is not resolved the employee should contact their senior manager.

If the situation is still not resolved then the employee has the right to raise a grievance in accordance with the company grievance procedure.

Early completion of a secondment

On some occasions it is possible that a secondment might end early. For example, an employee might be seconded for six months to work on a project and that project might conclude after four months. In such a situation the employee will return early to his/her original job, unless there are other tasks that can meaningfully be undertaken to complete the period of secondment.

Extension of a secondment

On some occasions it is possible that the period of the secondment reaches an end, but the tasks which the employee was seconded to do have not been completed. For example, an employee might be seconded to work on a project for six months but the project is not completed when that period comes to an end.

In such a situation the line manager of the secondment and the employee’s original line manager will discuss any possible extension with the employee.

Poor performance during a secondment

If the seconded employee performs poorly during the secondment then Veeve’s capability procedure will be followed. This will include steps such as:

* + Discussing with the employee any reasons for poor performance and addressing these appropriately
  + Identifying any training and development needs
  + Potential use of the company disciplinary procedure

Return from a secondment

It is hoped that employees will be able to return to their original job once a secondment has concluded. However, this might not always be possible – particularly if the secondment is for a lengthy period of time. In such situations the organisation will place the employee in a job of the same status and terms of conditions of employment that the employee enjoyed prior to the secondment.

Redundancy at the end of a secondment

It is possible that an employee’s original job becomes redundant during the period of a secondment. If such a situation occurs consideration will be given to:

* Permanent work in the department where the secondment has taken place
* Alternative work in the area where the employee originally worked
* Any other suitable alternative work within the organisation

If there are no such opportunities that are acceptable to both the employee and the employer then a redundancy process will be followed.