



## **REDUNDANCY, SHORT TIME WORKING AND LAY OFF POLICY**

It is the Company's intention to develop and expand its business and to provide security of employment for its employees. However, circumstances may arise when changes in the market, organisational requirements and other developments, may lead to a need for reductions in employees. Where a redundancy situation arises, the Company will give consideration to alternative options, which may include:

- imposing a restriction on recruitment;
- restricting the use of temporary and casual employees;
- reducing the amount of overtime working;
- implementing a period of temporary layoff or short time working where this is appropriate; or
- considering applications for voluntary redundancy.

Where, after consideration of these, and any other alternatives, the Company considers that the need for redundancies still remains, consultations will take place with the employees affected in order to explore suitable means to avoid or minimise the impact of redundancies.

Selection for redundancy will be based on criteria drawn up at the time and may include, but may not necessarily be limited to, some or all of the following:

- suitability for remaining work;
- experience/qualifications;
- conduct; and
- attendance.

These criteria may be weighted differently depending on the circumstances, but will be assessed in an objective manner and usually by two managers who have a good knowledge of the employees' capability and work record.

The above criteria are subject to the Company's requirement to retain specific knowledge, skills and a balanced workforce at all times.

The Company reserves the right to introduce short time working or a period of temporary layoff without pay (with the exception of any statutory entitlements) where this is necessary to avoid redundancies or where there is a shortage of work.