## **Redundancy policy template**

[Organization Name]

Redundancy Policy

### **Brief & purpose**

This policy outlines [Organization Name]'s approach to managing redundancies, ensuring that we treat affected employees fairly and supportively while maintaining operational effectiveness.

### **Scope**

This policy applies to all [Organization Name] employees, including full-time, part-time, fixed-term, and temporary workers.

### **Definition of redundancy**

Redundancy occurs when an employee's position is no longer required due to reasons such as restructuring, downsizing, or the introduction of new technology.

### **Criteria for selecting employees for redundancy**

The following criteria will be used to determine which positions are redundant and which employees will be selected for redundancy:

1. Job duplication or abolition due to restructuring or reorganization
2. Lack of work or insufficient funds to sustain the position
3. Technological advancements or automation rendering the role obsolete
4. Performance management issues where an employee's performance is not meeting expectations despite support and development opportunities

### **Consultation process**

Before making any decisions regarding redundancy, [Organization Name] will engage in a thorough consultation process with affected employees and their representatives. This process will include:

* Explaining the reason for the proposed redundancy
* Providing information about the severance package and other support available to affected employees
* Discussing alternative employment options within the company
* Considering suggestions from employees on how to mitigate the impact of the redundancy

### **Notice periods and severance pay**

Affected employees will receive a minimum notice period of [X] weeks, based on their length of service with the company.  
Severance packages will be offered to affected employees, taking into account their length of service, job grade, and individual circumstances. The severance package will include payment for unused vacation time, compensation for loss of office, and outplacement assistance.

### **Job search support**

[Organization Name] recognizes that finding new employment can be challenging and will provide support to affected employees through our career transition program. This program includes:

* Resume-building workshops
* Interview preparation training
* Access to job search resources and databases
* One-on-one career counseling sessions

### **Appeals process**

Affected employees who disagree with the decision to make their position redundant can submit an appeal to the HR department within [X] days of receiving notification. The appeal should outline the grounds for objection and any supporting evidence.

### **Communication plan**

[Organization Name] is committed to transparent communication throughout the restructuring process. We will maintain open dialogue with all stakeholders, including employees, customers, suppliers, and investors. The communication plan includes:

* Regular town hall meetings and updates from senior management
* Departmental meetings to discuss the impact on each team
* Internal communications channels (intranet, newsletters) to share information and address concerns
* External communications to key partners and media

### **Support for remaining employees**

To assist employees who remain with the company during this challenging period, we offer a range of support measures, such as:

* Counseling services for employees struggling with the changes
* Training programs to develop new skills and adapt to changing roles
* Redeployment opportunities where possible
* Recognition and reward initiatives to motivate and engage employees

### **Review and revision**

This policy will be reviewed regularly to ensure its continued relevance and effectiveness. Any revisions will be approved by the board of directors and communicated to all employees.

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