



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

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Redundancy Policy

Policy Statement of Intent

Aird Walker & Ralston Limited is committed to conducting its business operations with openness, honesty and integrity whilst complying with statutory and regulatory requirements, it is the Company's policy to set out the redundancy policy and procedures in accordance with statutory legislation.

While it is the organisation's intention to develop and expand its business activities and thus provide a stable work environment and reasonable security of employment for its employees, it must ensure the economic viability of the enterprise in an increasingly competitive business environment.

In this respect, circumstances may arise where changes in the market, technology, organisational requirements and the like, necessitate the need for redundancies. In order to minimise the impact of such reductions, the following procedure will be adopted wherever possible.

It must, however, be recognised that where the needs of the organisation so dictate, the procedure may be adapted to the particular circumstances which prevail.

This policy is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed

Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021 Review Date: 01-07-2022



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Ltd.

Redundancy Procedures

Where the need arises for a reduction in the size of the workforce, management will enter into consultations with employees with a view to establishing whether the proposed job losses can be achieved by means other than compulsory redundancies. Consideration will be given specifically to the following alternative options, subject to the organisation's immediate business considerations:

Where less than 20 redundancy dismissals are proposed, the organisation, although not under a duty to carry out collective consultation, will nevertheless inform and consult affected employees. Each individual whose job is at risk of redundancy will be given a full opportunity at a meeting to express his or her views/objections to the employer's proposals and make representations.

- imposing an immediate ban on further recruitment of new personnel, other than where this is essential
- considering redeployment and/or retraining of surplus personnel
- restricting the use of subcontract labour, and temporary and casual staff
- reducing the amount of overtime working in the organisation, or unit
- the implementation of temporary layoff, short-time working, job-sharing, etc. where appropriate
- inviting applications for consideration for early retirement and/or voluntary redundancy
- implementing compulsory retirement for those employees who are over age 65.

Alternative Clause(s)

Where 20 or more redundancy dismissals are proposed and there is no recognised trade union or elected employee body, management will invite affected employees to nominate and elect representatives to take part in consultations about possible redundancies. Facilities will be provided to allow candidates to canvass affected employees and for an election to take place. Sufficient time will be allowed before consultation commences to ensure that the election is properly conducted. As soon as possible after the results of the election are known management will enter into consultation with the elected representatives with a view to establishing whether the proposed losses can be achieved by means other than compulsory redundancies. Consideration will be given specifically to the following alternative options subject to the organisation's immediate business considerations:

- imposing an immediate ban on further recruitment of new staff, other than where this is essential
- considering redeployment and/or retraining of surplus personnel
- restricting the use of subcontract labour, and temporary and casual staff
- reducing the amount of overtime working in the organisation, or unit
- the implementation of temporary layoff, short-time working, job-sharing, etc. where appropriate
- inviting applications for consideration for early retirement and/or voluntary redundancy
- implementing compulsory retirement for those employees who are over age 65.

Where, after due consideration of these alternatives, management considers that the need for redundancies still remains, management will give to employees or their representatives written details of their proposals. Criteria for selection will be agreed with the representatives. A provisional selection for redundancy will then be made by management in consultation with employees or their representatives, subject always to the organisation's need to retain specific knowledge and skills and a balanced workforce.



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General Redundancy Procedures

1. As far in advance of the proposed termination date as possible management will notify all employees that compulsory redundancies are proposed and the proposed method of selection. Management will write to each affected employee explaining the circumstances and inviting him or her to attend a meeting. During this meeting employees will be informed of the selection criteria.
2. Management will take due note and will give full consideration to any concerns which individuals may have.
3. Management will make every effort to seek suitable alternative employment within the organisation for those under notice of redundancy and, where this exists, to consider redundant employees for suitable vacancies. All redundant employees will be interviewed individually by management to inform them of any available vacancies, to establish individual requirements and to consider employees suitability for particular jobs.
4. Where alternative vacancies are offered to redundant employees the terms and conditions which will apply will be in accordance with:
 - the standard terms for the job in question, or
 - those which applied to the employee in the redundant job.

Redundant employees who accept alternative employment with the organisation will be entitled to a statutory four-week trial period.

5. Where selection has been confirmed, those selected for redundancy will be given notice of termination in accordance with contractual entitlements. (In certain circumstances where it is considered appropriate by the management, employees may leave with payment in lieu of notice.)
6. During individual consultation employees will also be informed of any entitlements they may have to redundancy payments in accordance with the statutory redundancy payments scheme and/or any company scheme.
7. Subject to the organisation's operational needs, employees will be given permission to take paid time off work during their notice period to look for work or seek retraining opportunities in accordance with current legislation. Requests for time off should be made in the first instance to the management.
8. Compensation for loss of employment due to redundancy will be in accordance with statutory entitlement laid down in existing legislation. Statutory redundancy payments are based on an employee's rate of pay, age and length of service. All employees who receive redundancy payments will be given a written notification of the way in which their redundancy pay has been calculated.



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Voluntary Redundancy

The organisation is committed to creating as secure an employment environment as possible and will therefore endeavour to avoid compulsory redundancies wherever it can. It is recognised however, that circumstances may arise which result in the organisation seeking to effect a reduction in staffing or change to the services it provides. These circumstances may be brought about by operational needs, sector or business requirements, financial restraints or other organisational issues. In these circumstances, the organisation may seek volunteers for redundancy. The organisation may at its discretion invite applications for voluntary redundancy as part of its re-organisation plans to minimise the need for compulsory redundancies.

General Redundancy Procedures

1. Employees are invited to indicate their willingness to consider voluntary redundancy following consultation with the recognised employee representatives according to the situation at that time. There will be a fixed time period in which applications will be accepted.
2. The invitation from the organisation or an indication of willingness to consider voluntary redundancy from an employee will not imply any commitment on either part.
3. The agreed terms for redundancy payment will be made clear in each instance.
4. Any employees indicating willingness to consider voluntary redundancy will be able to discuss their position and details of redundancy pay with management (accompanied by a workplace colleague or representative if desired)
5. Any applications to be considered for voluntary redundancy will not in any way influence or affect decisions made in respect of applications for other employment within the organisation.
6. If there are more volunteers within the area affected than are required, the decision made will ensure there is a balanced workforce with the requisite skills to meet future business needs
7. The organisation gives no guarantee that voluntary redundancy requests will be granted.
8. The organisation reserves the right to select those employees that will be offered voluntary redundancy. If a request for voluntary redundancy is refused, the employee will be informed of the reason for the refusal. The organisation's decision is final.
9. Indicating an interest in voluntary redundancy will not prejudice an individual's continuing employment in any way.



Managing Director: Mr.G.Christie.

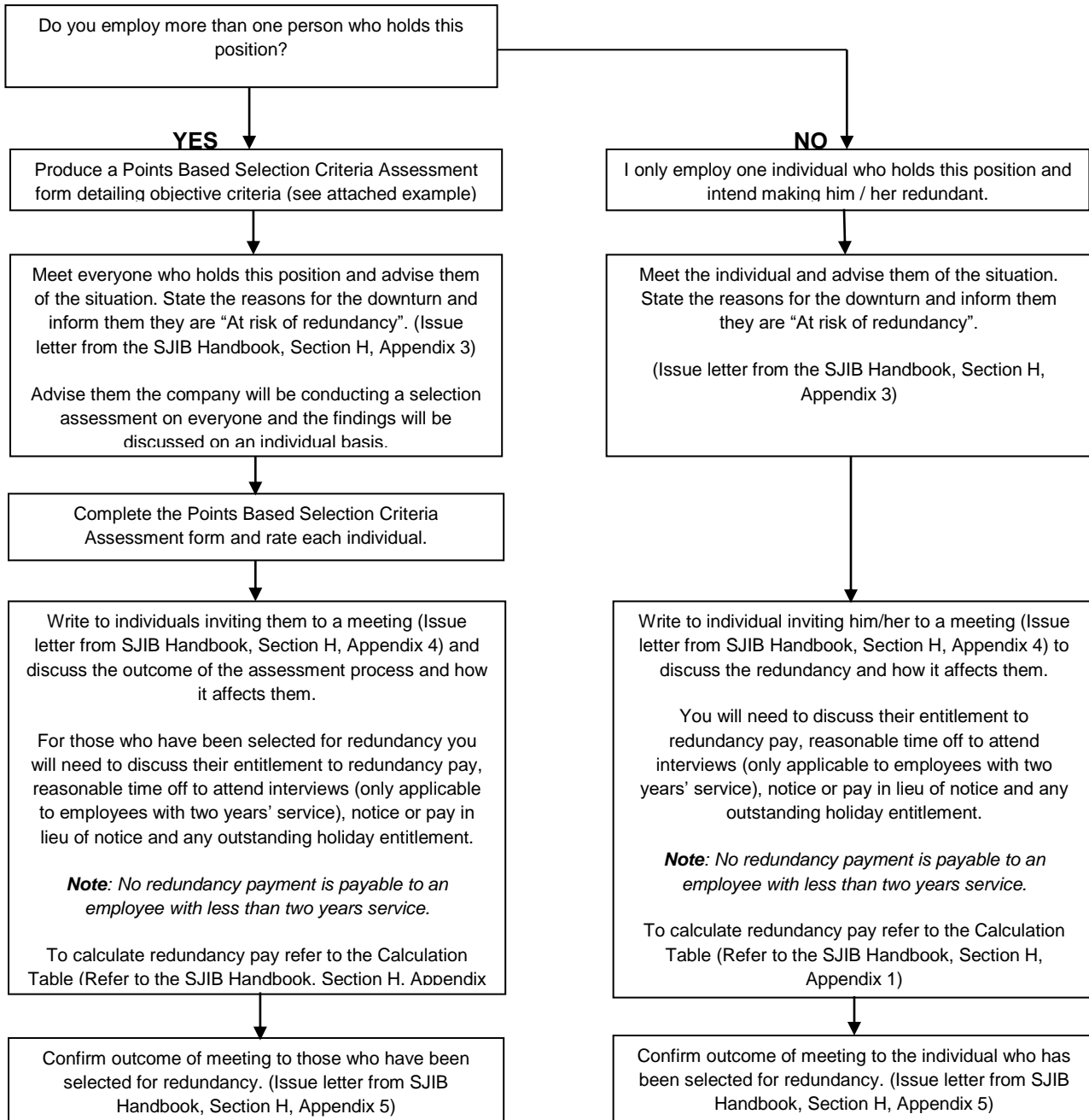
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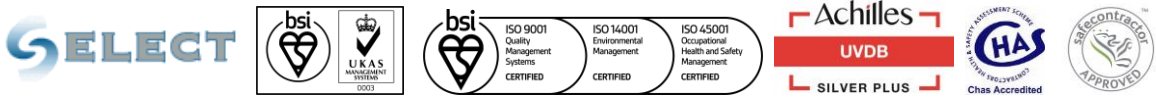
Human Resource Redundancy Process

Circumstances may arise where changes in the market, technology, organisational requirements and the like, necessitate the need for redundancies. Company Directors and senior staff members review resources on an ongoing basis, and will use this process flow chart and selection criteria to determine redundancy selection in accordance to the Company's redundancy policy.

Having made the decision to make a position/s redundant follow the arrows to ensure you adhere to current legislation. For additional guidance / appendices refer to the SJIB Handbook, Section H.



Note: An individual who has been advised that he/she has been selected for redundancy who finds alternative work within their notice period is still entitled to their redundancy pay etc.



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Points Based Selection Criteria Assessment Form

The redundancy selection procedure is based on an assessment of employee's capabilities, quality of work, quantity of work, safety awareness, acceptance of responsibility, reliability, forward planning and general conduct.

- Score: 1 = Weak;
- Score: 2 = Below Standard;
- Score: 3 = Standard;
- Score: 4 = Above Standard;
- Score: 5 = Strong (see definitions below)

Criterion	Candidate Score	Comments
Capability		
Quality Work		
Quantity of Work		
Safety Awareness		
Acceptance of Responsibility		
Reliability		
Forward Planning		
General Conduct		
Total (max 40)		

Candidate Assessed:

Position:

Assessed by:

Date:

Assessed by:

Date:



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Points Based Selection Criteria Assessment Form: Assessment Definitions

Capability - refers to the degree of supervision required; and future potential.

1. Needs constant supervision. Has difficulty carrying out the required tasks.
2. Capable of carrying out the majority of tasks required without supervision.
3. Copes satisfactorily with normal work, requires very little supervision.
4. Copes with all tasks without supervision; has a high level of ability.
5. Copes with all tasks without supervision; has potential for future development.

Quality of Work

1. Constantly making errors; no attention to detail.
2. Makes errors; work falls below standard on occasion.
3. Work satisfactory; meets required standards.
4. Consistently high standard of work.
5. Consistently high standard of work; has potential for future development.

Quantity of Work

1. Output consistently below that of other employees in similar positions; low achiever.
2. Occasional shortfall in output.
3. Maintains the output required for the position; comparable to other employees.
4. High output; regularly exceeds requirements of the position.
5. High output; regularly exceeds requirements of the position. Has potential for future development.

Safety Awareness

1. Disregards safety; has no safety awareness.
2. Often needs reminding of the safety aspects of the job.
3. Works safely; has an awareness of safety requirements.
4. Works safely; has a good knowledge of safety requirements.
5. Sets a good example by always working safely and implementing safety requirements.

Accepts Responsibility

1. Avoids responsibility.
2. Accepts some responsibility but needs guidance.
3. Accepts responsibility but is not prepared to work on own initiative.
4. Accepts responsibility and works on own initiative but limited to tasks required.
5. Accepts responsibility and works on own initiative. Sets a good example by always working safely and implementing safety requirements.

Reliability – refers to attendance and timekeeping (certified sickness/authorised absence to be excluded)

1. Late or absent for at least half a day in every ten days.
2. Late or absent for at least half a day in every twenty days.
3. Late or absent for at least half a day in every thirty days.
4. Late or absent for at least half a day in every fifty days.
5. Late or absent for less than a half day in every fifty days.

Forward Planning

1. React to events; no forward planning.
2. Limited consideration of the advance needs of work.
3. Able to think in advance of the needs of the job.
4. Good forward planner; seldom has problems.
5. Highly pro-active; plans well in advance.

General Conduct – refers to conduct and attitudes towards work,colleagues and clients.

1. Pays no attention to their conduct or attitude.
2. Conduct and attitude falls below standard on occasion.
3. Satisfactory conduct and attitude.
4. Good focused conduct and attitude.
5. Highly pro-active;focused conduct and attitude.



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