



POLICY

## Redundancy policy (CP.008)

**VGC Value – “We achieve potential” - Expertise and ethics underpin our business**

### Redundancy Policy

VGC value our employees and are committed to providing long term job security. We will never take lightly any decision to dismiss someone by reason of redundancy.

However, there may be occasions when changes in our working practices, advances in technology, financial pressures, or other external factors, have an impact on the composition of our workforce.

Where this is the case we aim to keep redundancies to a minimum by exploring alternative measures such as redeployment and retraining, where appropriate. However, despite our best efforts there are times when redundancies are unavoidable.

This policy sets out the procedures that we will follow when faced with a potential redundancy situation. The policy will be applied fairly and equally to all employees and without any form of discrimination.

This policy applies employees directly employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the company.

### Process

Your post can be made redundant if the business that employs you closes down, or closes down at the location where you work, or if there is no longer a need to employ someone (or as many people) in your role.

We will always look for alternatives to redundancy such as redeployment, retraining, short time working, recruitment restrictions, reduction in overtime and cost-cutting in other areas.

If redundancies cannot be avoided, the company may ask for volunteers for redundancy to reduce the need for compulsory redundancies. However there is no guarantee that we will accept applications for voluntary redundancy.

If the need for compulsory redundancies arises, we will identify which and how many roles are potentially redundant. We may need to create a pool of relevant employees who are at risk of redundancy. The selection of employees will be in accordance with objective criteria, and there will be consultation with employees, or elected representatives throughout the redundancy process. Employees will be notified at the earliest opportunity about the potential redundancy situation, the company's proposals, alternative suitable employment opportunities and the process that will be followed.

If your selection for redundancy is confirmed you may be entitled to statutory redundancy pay if you meet the appropriate criteria.

You will be given written notice of the termination of your employment in accordance with the notice period set out in your contract of employment or the statutory minimum notice period, whichever is greater.

If you are selected for redundancy, we will continue to explore suitable alternative employment opportunities up to your termination date. If a suitable alternative role arises during your notice period, you will be informed and provided with the details.

If you unreasonably refuse an offer of suitable alternative employment, you will lose your right to statutory redundancy pay.

**Right to appeal**

You have the right to appeal against the decision to dismiss you for redundancy. The notice of redundancy letter will contain details about the appeal process.

**Additional support**

We understand that redundancy situations can cause stress. Support is available through a number of sources which can be found on our website [If you would like support with your mental health](#)

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

**Signed**

**Dated:** 23 January 2025



Ciara Pryce  
Chief Executive Officer

*This policy confirms the commitments of all members of the VGC Group including VGC Labour Solutions, VGC Projects and VGC Personnel*

**Related Information**



KNOWLEDGE

**Industrial relations**  
**(3.HR.004)**

23 January 2024