

REDUNDANCY POLICY

Redundancy policy and procedures:

The following policy applies to full-time employees.

Policy statement:

QRS Market Research Ltd is committed to the provision of job security for all members of staff. However, circumstances may arise where changes in organisational requirements or reductions in turnover / margin, necessitate the need for reductions in staffing levels. Where possible, staff redundancies will only be used as a last resort.

Definition of redundancy:

[Redundancy is defined in s.139 (i) of the Employment Rights Act 1996. The definition as it applies to QRS provides that an employee who is dismissed by reason of redundancy is wholly or mainly attributable to:

- ⇒ The fact that QRS has ceased or intends to cease to carry on the business for the purposes of which the staff member was employed.
- ⇒ The fact that the requirements of that business for staff members to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish.

Decisions on redundant posts:

Approval for posts being made redundant will only be given by Directors. This will be in accordance with the Strategic Plan and in the light of financial forecasts and after consultation with our accountant and with those individual staff whose posts are likely to be made redundant. QRS will disclose all relevant information to the individual concerned.

Stage one: Selecting staff for redundancy:

Procedures to be followed:

Staff members who are likely to be made redundant will be consulted as early as possible, and in any event [as soon as reasonably practicable] after a recommendation has been made by the Director's.

The consultation process will seek to establish whether the proposed job losses can be achieved by means other than compulsory redundancies. The following options will be considered and implemented where possible and appropriate, subject to QRS's immediate operational considerations:

- ⇒ imposing an immediate ban on further recruitment of new staff [in similar areas];
- ⇒ restricting the use of subcontract labour, and temporary and casual staff;

- ⇒ redeployment of staff members whose posts are likely to be made redundant, including re-training
- ⇒ inviting applications for early retirement and/or voluntary severance.

Where, after due consideration of these other alternatives, QRS considers that the need for redundancies still remains, we will give written details of our proposals.

As far in advance of the proposed termination date as possible the Director of Operations will arrange to notify those staff who are likely to be made redundant and that redundancies are proposed and that provisional selection has been made.

Stage two: Redeployment:

Due to the size of the company (currently 14 full-time staff in January 10) it may not be possible to redeploy staff (who are likely to be made redundant) into other departments, but if at all possible this would be considered.

Stage three: Dismissal:

A notice of dismissal may be issued only after the Director's have approved a staff member's selection for redundancy, those staff selected for redundancy will be given notice of termination in accordance with his or her contractual entitlements.

Staff members who are made redundant will receive statutory redundancy (*£380 is the current maximum weekly pay (before tax) when calculating statutory redundancy entitlement – DirectGov Jan 2010*) (including any overtime payments and allowances normally received), multiplied by the number of their years' (including the relevant fraction for part of a year) of service at QRS * All staff members who receive redundancy payments will be given a written notification of the way in which their redundancy pay has been calculated.

Stage four: Appeals against notices of dismissal:

A member of staff who is given notice of dismissal due to redundancy has the right of appeal against the decision. Notification of an appeal must be lodged with a Director, within two weeks of the written notice of dismissal.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.