

**POL-HR-02 POLICY STATEMENT****Transfer of Undertakings (Protection of Employment) (TUPE)****1.0 POLICY**

AmcoGiffen takes a proactive and professional approach when dealing with all employment transfers in relation to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). It is committed to full compliance with legislation and ensuring transfers are completed as smoothly as possible to minimise disruption and inconvenience to the individuals affected, the Client and Company.

**2.0 PRINCIPLES**

- 2.1 AmcoGiffen will ensure that all transfers are completed in accordance with TUPE legislation and best practice.
- 2.2 AmcoGiffen will endeavour to build good working relationships with all stakeholders throughout the process as it is seen as key to ensuring that the process is carried out as effectively as possible.
- 2.3 AmcoGiffen will engage in open and two-way communication throughout the process. Consultation will be continuous with all relevant stakeholders including the affected individuals, Employee Forum Representatives, TUPE Representatives and Managers.
- 2.4 AmcoGiffen will provide a designated member of the HR team to support the transfer, enabling our approach to be pro-active in following a process built on best practice.
- 2.5 AmcoGiffen is committed to understanding our people, including their terms and conditions, training, qualifications and their aspirations. We will look to meet our prospective employees at the earliest opportunity to allow us to begin to build relationships so we can ensure people are at the top of our agenda.
- 2.6 AmcoGiffen will provide the necessary induction, briefing and training to help ensure that all employees have the skills and knowledge needed for them to perform in their role so to support a long and rewarding working relationship.

This Policy and supporting objectives will be reviewed annually by the Company Directors for continued suitability.

The Directors will ensure that this Policy is communicated and understood at all levels within the organisation and made available to interested parties.

**John Booth**

Managing Director