

Redundancy Process

In the unfortunate circumstances that a member of staff must be made redundant the following process will be followed:

Notice Periods

Unless the employment is terminated by agreement, FTC is required to give a period of notice in writing as follows:

- one week's notice during the probationary period
- four weeks during the first 4 years' service
- after four years' service notice entitlement increases by one week per year up to 12 weeks maximum.

Working Notice

In all cases FTC reserves the right to enforce the full notice period. The full remaining annual leave entitlement should be taken during the notice period in agreement with the line manager. Exceptionally, if this is not possible, the manager may agree to make a payment in lieu of this.

In exceptional circumstances, if deemed appropriate and as an alternative to working the notice, FTC reserves the right either to transfer the staff member to other suitable duties during the notice period or to require them to accept payment in lieu of any entitlement to notice.

Other Conditions on Leaving

On leaving, FTC will deduct from any money due such sums as the staff member may owe to FTC. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

Before leaving, the staff member must hand over to the manager all articles belonging to FTC, including the Fob and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. The staff member should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After the staff member have left FTC, they must not:

- Solicit or seek to entice away any FTC staff
- Use or divulge to any person or organisation any confidential information relating to the business of FTC.

(Extract from the Staff Handbook Section 9 – Leaving FTC.)