



BURROWS COMMUNICATIONS LTD – REDUNDANCY POLICY

Situations where the company may consider redundancies:

- Burrows business, or part of the business, has stopped operating or has gone bust (become insolvent)
- Burrows business levels have reduced or changed in such a way where reductions in staff costs are necessary
- a new system or technology is being introduced which means reductions in staffing is necessary
- Burrows business, or the work you are doing, moves to another physical location
- Burrows business is taken over

The Process

If Burrows are considering making redundancies, for reasons as set out above the following procedures will be followed:

- The company will evaluate which redundancies are most appropriate.
- The company will consider a range of criteria to help arrive at a fair and appropriate decision.
- The company will inform those persons of the proposed redundancy in writing. The persons will be given the reasons for their selection.
- The company will hold a private meeting with the person to discuss the decision.
- The persons who have been selected for redundancy may appeal the decision by writing to the company giving reasons for their appeal.

Redundancy Payments

Burrows will pay statutory redundancy pay. The amount of statutory redundancy pay you can get depends on a number of things. These are:

- how long you've worked for Burrows
- your age
- your weekly pay.

The Statutory pay is as follows:

- half week's pay for each full year of service where your age was under 22
- One week's pay for each full year of service where your age was 22 or above, but under 41
- One and a half week's pay for each full year of service where your age was 41 or above

Burrows will inform you of the maximum weekly limit according to current legislation.

You cannot be given statutory redundancy pay for more than 20 years' employment.

Employment is counted up to the date your notice runs out.

If you changed from full-time work to part-time work and then you are made redundant shortly afterwards, Burrows will calculate your weekly pay at the part-time rate.

If you get paid commission on a regular basis, Burrows will include this in your week's pay.

A week's pay does not include overtime pay unless the overtime was regular and you have to do it as part of your job.

If Burrows makes the redundancy payment, we will give you a written statement saying how the redundancy amount is calculated.