



REDUNDANCY TOOLKIT

During these challenging times we are committed to providing responsive and timely HR support, offering our expertise in a flexible format to support you, your teams and your business.

Our **Redundancy Toolkit** provides step by step, easy to follow guidance for managers.

As a redundancy is (in law) a dismissal, it is important to follow a fair process with clear communication about what is happening, why it is happening and giving those affected the opportunity to discuss options prior to a decision being made.

The Toolkit will provide you with guidance about the recommended process, however we recognise that situations and timescales will differ and your Reality HR team will always be on hand to discuss the specifics of any particular situation to help you get the right result for your business.

The toolkit will supply you with:

- Redundancy process flowchart
- Step by step guidance through the process
- Practical tips on selection
- The selection process & selection criteria
- Conducting meetings Do's & Don'ts
- Communications with employees
- Conducting the consultation meetings
- The appeals process
- Template record sheets for the consultation meetings
- Template letters

The toolkit includes an hour's support from one of our HR Consultants who will introduce the toolkit and answer any of your questions.

We can then support you at any stage of the process.

