



"STRIVING TO EXCEED  
CLIENT EXPECTATIONS"

## SECURITY 3 SERVICES LIMITED TUPE POLICY

### Introduction

The purpose of this document is not only to provide a clear Policy Statement in relation to Security 3 Services Limited obligations under the TUPE Regulations, but also to ensure a consistent and practical approach is followed during any transfer situation.

In broad terms, TUPE is the legislation governing the transfer of an undertaking, or part of one, to another. The Regulations are designed to protect the rights of employees during and after a transfer, enabling them to enjoy the same terms and conditions, and continuity of employment.

Notwithstanding, an effective employee transfer requires far more than just following legal requirements and the success of the new service will rely on well informed, motivated and skilled employees. The application of this transfer process will ensure that, as far as possible, those employees affected by the transfer are not demotivated or resistant, whilst Security 3 Services Limited ensures its legal obligations are maintained.

### Notification and Consultation

Where it is agreed that TUPE will apply, Security 3 Services Limited will write to those employees affected by the transfer, explaining the following:-

- The fact that the transfer is to take place (or may take place)
- When it will (or may) take place
- The reasons for it
- The legal, economic and social implications for any affected employees
- The measures Security 3 Services Limited intends to take, both in connection with the employee and the transfer

It is a statutory requirement that there should be full and proper consultation and Security 3 Services Limited are committed to meeting this requirement. During the consultation process Security 3 Services Limited are committed to provide as much relevant and timely information as possible. This can be achieved not only through the Consultation process but also through:-

- Site visits for employees allowing for concerns to be discussed and address
- Include updates in newsletter, staff meetings etc
- Ensure all relevant issues are communicated clearly, even the potential problem areas, thus encouraging openness and honesty throughout the process

### Schedule of Transfer

At the outset of any transfer it is Security 3 Services Limited responsibility to identify those employees current employed in the undertaking being transferred, and to obtain information relating to the employee's existing terms and conditions of employment.

### Pension

Whilst TUPE protects terms and conditions of employment at the time of transfer, it does not provide full protection for those employees who are members of an existing pension scheme (with current employer). However, TUPE does require the scheme's members to be offered a 'broadly comparable' pension scheme.

### Summary

It should be noted that Security 3 Services Limited are committed to ensuring that its obligations under the TUPE Regulations are achieved and that any employee affected by the transfer is treated fairly and equally.

Approved By

A handwritten signature in black ink, appearing to be 'Paul Donnelly', written over a horizontal line.

Paul Donnelly  
(Managing Director)  
1<sup>st</sup> January 2011