

Redeployment Policy

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Department	Business Support and Transformation
Author	Head of HR and Organisational Development
Reason for Policy Creation/Revision	Legislation and revision of content
Data Protection	This policy complies with our data protection policy and procedure
Equalities	This policy ensures that we have equal protection in place for our employees
Sustainability	N/A
Proof Read By	HR Business Partner
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Approved By	People Committee/SMT
Next Review Due	3 years following approval or legislation changes
Audience – Training and Awareness Approach	Manager awareness will be required
Effective Date	12 December 2022
Internal References – Policies & Procedures (<i>Located on The Hub</i>)	Redeployment Procedure Redundancy Policy and Procedure Recruitment and Selection Policy and Procedure
External References	ACAS Code of Practice

REDEPLOYMENT POLICY

1. Policy Purpose

- 1.1 Hanover recognises and values the contribution of its people and is committed, wherever possible, to maintaining continuity of employment. We will therefore make all reasonable efforts to seek redeployment opportunities for employees at risk of redundancy or those who require to move role for alternative reasons.
- 1.2 The purpose of this policy is to ensure that a fair, consistent and transparent approach is adopted in the management of redeployment cases. The policy is also in place to explain where redeployment may be applicable and the process which may follow.

2. Policy Scope, Explanations or Requirements

- 2.1 Hanover operates a redeployment policy to protect the security of employment for its people. We seek to align the policy with our positive organisational culture whereby we foster a fluid, adaptable workforce. This enables us to support you through your employment journey and maximise our relationship with you.
- 2.2 We are also passionate about developing and retaining talented individuals to utilise your valuable skills, knowledge and experience to drive the business forward.
- 2.3 This policy applies to all employees while they remain under Hanover's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for Hanover.

3. Definition

- 3.1 The term 'redemption' in the workplace is where an employer such as Hanover seeks to move employees from one area of the business to another. It is often utilised in a bid to avoid redundancies but can also apply in other situations, as described in the following sections of this policy.
- 3.2 Workplace redeployment is also an organisational strategy where the internal movement of the workforce ensures that skills and talent are being retained despite being put at risk.

4. Responsibilities

- 4.1 Whilst the idea of redeployment can be a difficult one for everyone involved, Hanover still expects its employees to abide by our organisational values and collaborate with Hanover throughout the process. There is also a responsibility to give proper and thorough consideration to any offers of alternative employment made via this policy and to regularly review and consider details of Hanover's current vacancies.

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4.2 Managers, on the other hand, have a role to play in supporting employees through periods where redeployment becomes an option. This involves meeting and communicating with employees regularly to discuss options, evaluate training needs and advise where applicable. Managers are also required to work in accordance with Hanover's policies, procedures and the HR Team in particular throughout the process.

5. Conditions of Redeployment

5.1 As mentioned, there can be more than one reason behind a decision to redeploy an employee at Hanover. The most common reasons are as follows:

- **To Avoid Redundancy** - Employees will enter the redeployment process at the point where they are formally notified that they are at risk of redundancy. Eligibility for redeployment will cease on the expiry of the notice issued in relation to redundancy. Individuals should therefore put themselves forward for consideration for any suitable vacancies prior to the expiry of the notice period.
- **Fixed-Term Contracts** - The redeployment policy will apply to employees on a fixed-term contract that is due to expire and where they have 12 months or more service in this contract at the potential expiry date, or where this level of continuous service has been acquired through a combination of contracts. The Policy will normally apply from four months prior to the expiry of the contract.
- **Medical Circumstances** - Redeployment will be considered in situations where an employee by reason of a disability and/or other medical reason, may no longer be able to continue in their current post or if reasonable adjustments have been applied unsuccessfully. This consideration of redeployment is required under the Equality Act 2010. It may also apply where Occupational Health advise that an individual is unable to carry out their current role within Hanover, but that they are potentially able to undertake other work.
- **Other** - There may be exceptional circumstances when it is appropriate to consider an individual for redeployment which do not fall within any of the three circumstances described above. Human Resources will determine whether redeployment consideration may be appropriate in any such exceptional cases.

6. Suitable Alternative Employment

6.1 Hanover will strive to ensure that every employee who faces the possibility of redeployment is placed into a position considered to be a suitable alternative to their existing post. Suitable alternative employment can be generally defined as the offer of a post which is the same or broadly similar to that currently being held by the individual.

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- 6.2 Unless redeployment is due to redundancy and salary protection is applied, you will be employed into the terms and conditions of the new post. In all other conditions of redeployment, as illustrated in Section 5 above, the employees affected are required to consent to the terms and conditions of any post offered through redeployment.
- 6.3 If you are re-deployed to a fixed-term post, which is not extended or renewed at the end of the fixed term, Hanover, will apply all redundancy entitlements on the basis of continuous service with Hanover.

7. Monitoring & Evaluation

This procedure constitutes contractual terms and conditions. Hanover reserves the right to amend any provision of this procedure subsequent to appropriate consultation.

We will regularly evaluate this policy and accompanying procedure in line with our recruitment, retention and talent management processes. We will monitor the effectiveness of our Redeployment Policy as part of HR KPIs presented to the management team for review.

8. Review

- 8.1 We will review this policy every three years or earlier as required.