

REDUNDANCY PROCEDURE

1. GENERAL

- 1.1 Redundancy is a managerial prerogative and the Director in consultation with the Trustees has the sole right to make decisions in this regard. Redundancy shall take place as a result of operational, structural and financial reasons, where certain positions become redundant.
- 1.2 The Centre recognises the employee's right to be informed about proposed redundancies and to negotiate and to make suggestions in this regard, and in particular to the retrenchment package.

2. CONSULTATION

- 2.1 At least four (4) weeks prior to any redundancy the Director shall call a meeting of the staff and inform them of the proposed redundancies and the reasons therefor, and confirm such redundancy and reasons in writing to affected employees.
- 2.2 At the above meeting the Director shall furnish the staff with a list indicating
 - 2.2.1 the name of each employee to be made redundant;
 - 2.2.2 his or her commencement date with the Centre;
 - 2.2.3 the basis of selection;
 - 2.2.4 the effective date of the retrenchments.
- 2.3 The person (s) selected shall be given a period of one (1) week from the date of said meeting to carry out such investigations which they



deem may be relevant to the question of retrenchment. This period may be extended or varied by the parties by mutual agreement.

- 2.4 A second meeting between the staff and the Director shall be held within ten (10) days of the initial meeting to consider representations regarding the proposed retrenchments, possible alternatives and individual selections.
- 2.5 The Director may take time to consider any representations made in which event the above meeting shall be adjourned for such period as the Director may consider necessary.
- 2.6 Further meetings may take place between the parties should these be required.
- 2.7 The above time frames may be changed at the discretion of the Director, provided that it does not prejudice a particular individual employee.

3. ALTERNATIVES

The Director agree and undertake to examine such alternatives to retrenchment as may be practical given the nature of the work of the Centre which shall include:

- 3.1 a moratorium on hiring new employees;
 - 3.2 transfer of employees to other jobs;
 - 3.3 implementing an early retirement scheme.
4. The Director shall in collaboration with the Trustees agree on retrenchment packages, provided that it is better than the minimum required by the Labour Act.

