

## Human Resources Services

### Exit Management Programme

#### What Is It?

The EBS Exit Management Programme is designed for Directors and Senior Managers who want to fairly dismiss employees from their organisations. The programme uses up-to-date coaching techniques coupled with experienced functional expertise to identify the correct reason for the dismissal and any risks associated with that choice.

Your EBS HR Professional will ensure that you are following a robust and fair procedure that meets at least the minimum requirements laid down in the Dispute Resolution Regulations that came into force in October 2004.

The EBS Exit Management Programme is designed to be used when you are considering:

- Disciplinary Action
- Poor Attendance Dismissals
- Poor Performance Dismissals
- Poor Health Dismissals
- Single Redundancies
- End of Fixed Term Contracts

#### What are the advantages to my organisation?

- **Being Legally Compliant:** If you dismiss an employee you need to have followed a formal dismissal or disciplinary process that meets at least the minimum standards laid down in The Employment Act 2002 (Dispute Resolution) Regulations (2004). Your EBS HR professional will ensure that your current documentation meets these minimum requirements, and ensure that you or your managers follow your process.
- **Being Consistent and Fair:** Without a formal policy, it is easy to just do what feels right at the time. But if the decision you make this time was different to the last time you applied it, you may inadvertently have discriminated against one of your employees. Your EBS Professional will review any previous cases to ensure that any decision you make now is consistent with those made in the past. Where this is the first such decision you have made they will guide you through what Employment Tribunals have considered to be fair in other cases.
- **Best Fit for Your Organisation:** Whilst we are guided by best practice, any solution we recommend will be designed around the needs of your organisation. If you do not have suitable policies in place, we will never try to shoehorn a standard document or policy into your organisation; we will always customise such documentation to fit.

#### What Is Included?

One of our EBS HR experts would work with you to understand your current situation, any previous discussions or decisions that may impact the current situation, and what the ultimate end result you want to achieve. They will review any existing dismissal and disciplinary processes and procedures to ensure they are compliant with current legislation.

Our HR expert will then work through with you each of the options open to you, and any associated risks, to help you decide which course of action you wish to proceed with.

Having agreed a course of action, your EBS HR expert will then coach you and your managers through the required process, including providing draft letters and guidance for each formal meeting, as well as advising on the relevant employment law issues.

Whilst the advice and guidance EBS provides is aimed at reducing risk to your organisation, you cannot, ordinarily, stop an aggrieved employee from taking their case to an Employment Tribunal. However, before they are able to do so they must complete all internal procedures first, including lodging an internal appeal.

By following your EBS HR expert's advice, you will put yourself in a strong position to successfully defend any Employment Tribunal case that does arise. Alternatively, where there are higher risks involved, your EBS HR expert may advise the use of a 'Compromise Agreement'. This is a legally binding agreement that the employee may enter into (with due legal advice) which will include giving up their right to go to an Employment Tribunal.

### **What Does It Cost?**

Each individual case will be different, but a typical exit programme would cost **£750 + VAT for a single employee**. Where costs may exceed this, your EBS HR Professional will discuss this with you before you incur any costs.

### **About EBS Human Resources Services**

EBS Human Resources is a specialist area of service from EBS Management Resources, a multi-disciplinary provider of business support services to companies with 15 - 100 employees. Service portfolios are provided for the key functions of Human Resources, Occupational Health, Marketing, Sales and General Management. EBS clients cover a wide range of industries and include Dayla, Bucks Net Services, Nottingham Forest Football Club and Red Door Communications.

The complete set of Human Resources services includes:

- Level 1 – Platform
- Level 2 – HR Management Support
- Level 3 – Training
- Level 4 – Enhancing Performance
- Level 5 – Strategic Human Resource Management
- Level 6 – Employment Law - Tribunal Case Handling

For more information on this service, please contact us on 01844 211084, or visit our website: [www.ebs-hr.co.uk](http://www.ebs-hr.co.uk)