

TUPE POLICY

The following bullet points are to be observed when going through the TUPE process.

1. Upon being awarded a manned guarding contract where TUPE applies, the company will be informed by the client via email or other written communication.
2. The client will confirm that they have informed the incumbent company of their decision. Confirmation of this notification will be forwarded to Expedition Services.
3. The company will then write to the incumbent company, informing them that they have been awarded the contract and that it is to begin on a specified date and time.
4. There will then be a silent period whereby the incumbent company will collate the relevant information. This information should then be forward to Expedition Services.
5. Once the information has been received the company will then make contact with affected officers to determine whether they will be transferring employment to Expedition Services.
6. If they are then contracts of employment will be drawn up, an induction pack made, application forms completed and uniform ordered. If the officers are not coming across a recruitment exercise must then commence.
7. An assessment of the training needs of each individual will be carried out. Any required training will be done within a 12 week period.
8. The contract will then start and vetting to BS7858 will get under way.

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