

## 1. Aim of the Policy

<< Company Name >> ("the Company") recognises the importance of maintaining clear and open channels of communication, facilitating the sharing of information related to the Company's business, and encouraging consultation on matters of importance. The Company believes that by doing so, it can strengthen its relations, loyalty, job satisfaction and productivity.

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## 2. Informing and Consulting

2.1 The Company will keep employees informed of relevant matters and issues directly through [any of the following methods, as is deemed most appropriate in all the circumstances]:

d of relevant matters and issues [as is deemed most appropriate in all the circumstances]:

2.1.1 [Face to face meetings with all the staff where appropriate]

e.g. all staff, each department, etc.]

2.1.2 [Regular email communication]

email system;]

2.1.3 [Circulation to employees of relevant documents]

2.1.4 [Posting notices in prominent places]

net;]

2.1.5 [Circulation to employees of relevant documents]

newsletter; and]

2.1.6 [Posting notices in prominent places]

ard.]

2.2 Employees shall elect representatives, who shall represent them in the Consultation process ("the Consultation Representatives"). Elections shall be administered by the Company.

>> representatives, who shall represent them in the Consultation process ("the Consultation Representatives"). Elections shall be administered by the Company.

2.3 Where the Company is considering a matter which requires consultation, it will do so through meeting with the Consultation Representatives with a view to creating an open forum for the sharing of information on the issue on which consultation is sought.

es under this Policy, it will do so through meeting with the Consultation Representatives with a view to creating an open forum for the sharing of information on the issue on which consultation is sought.

2.4 All consultation meetings shall be conducted in accordance with the following provisions:

2.4.1 Be convened at a time and place, and no later than << 14 >> days after the date of the Consultation Issue is delivered to the Consultation Representatives at a time mutually convenient to the Company and the Consultation Representatives;

and no later than << 14 >> days after the date of the Consultation Issue is delivered to the Consultation Representatives at a time mutually convenient to the Company and the Consultation Representatives;

2.4.2 Be conducted in a manner which allows the Consultation Representatives to be fully informed of the information supplied by the Company and any opinion expressed to the Company by the Consultation Representatives;

information supplied by the Company and any opinion expressed to the Company by the Consultation Representatives;

2.4.3 Be conducted at a relevant level of the Company, taking into account the particular Company and the Consultation Representatives.

on Representatives and the most appropriate level of the Company (bearing in mind the particular Company and the Consultation Representatives) shall provide reasoned responses

to the opinion  
and

- 2.4.4 Be conducted relating to matters within the scope of the C

### 3. **Subject Matter of this Policy**

#### 3.1 The Company must

- 3.1.1 the recent and economic situation, market developments

- 3.1.2 the situation within the Company, in particular, with regard to employment within the undertaking;

- 3.1.3 decisions likely to be taken in contractual relations (Consolidation) Act 1992 (collective redundancy) Regulations 1981 (transfer of an undertaking)

#### 3.2 The Company will consult on sub-paragraphs 3.1.2 and 3.1.3 above. The Company will cease to consult on sub-paragraph 3.1.3 above if the undertaking will cease to exist or if the relevant legislation, the Company will be complying with

#### 3.3 The Company will consult on sub-paragraphs 3.1.2 and 3.1.3 above if the undertaking will cease to exist or if the relevant legislation, the Company will be complying with

- 3.3.1 Individual grievances
- 3.3.2 Disciplinary matters
- 3.3.3 [Pay and conditions of work]

### 4. **Consultation Representatives**

#### 4.1 Consultation Representatives will be consulted with a view to fulfilling their duties

#### 4.2 Consultation Representatives will be consulted with a view to fulfilling their duties in order to fulfil their functions. They are expected to remain available for consultation throughout their period of work. Reasonable

- 4.2.1 Sanctioned Consultation
- 4.2.2 Researching and preparing for

the Consultation Representatives;

agreement on any decisions within the scope of paragraph 3 below that are within the

of the Company's activities and economic situation, profit and loss, sales performance, market developments >>;

the development of employment within the Company, in particular, with regard to employment within the undertaking;

changes in work organisation or in contractual relations (Consolidation) Act 1992 (collective redundancy) Regulations 1981 (transfer of an undertaking)

consult on sub-paragraphs 3.1.2 and 3.1.3 above. The Company will cease to consult on sub-paragraph 3.1.3 above if the undertaking will cease to exist or if the relevant legislation, the Company will be complying with

Consultation Representatives or

training in order to assist them

reasonable paid time off work in order to fulfil their functions. They are expected to remain available for consultation throughout their period of work. Reasonable

Sanctioned Consultation

Researching and preparing for

- 4.2.3 Attending con
- 4.3 All time off permitted representatives under this Policy will be paid at their normal h

## 5. Confidentiality

- 5.1 The Company will as much openness as possible between it, the Con s and the employees. There will be occasions howev ary to maintain confidentiality on certain issues and in ure would, or would be likely to, harm the legitimate i
- 5.2 Information which w ed to be confidential and so not to be disclosed or e Company, in the absence of instructions to the co
- 5.2.1 Customer / C
- 5.2.2 The recent ar sition of the Company;
- 5.2.3 Any other cor mation.
- 5.3 On matters of a par e the Company may not wish to inform employees a ions the Company will instead continue to inform a sultation Representatives on the basis that the Consu will be bound by an obligation of nondisclosure, such losure to employees.
- 5.4 Where the Compan ion shared under this Policy be kept confidential, i ents of the information ("the Recipients") good re
- 5.5 The confidentiality to apply to information which subsequently come ain other than by way of an unauthorised disclos
- 5.6 Any breach of confid ating to information disclosed to a Recipient pursuan mount to gross misconduct and summary dismissal a s may apply:
- 5.6.1 [Disciplinary p mpany Disciplinary Policy];
- 5.6.2 Loss of office commissioned by a Consultation Representative
- 5.6.3 Legal action a reach.

**This policy has been approved &**

**Name:** <<Insert F

**Position:** <<Insert P ces Manager>>

**Date:** <<Date>>

**Signature:**