**1. Purpose**

The purpose of this policy is to outline NWF Facilities Ltd’s approach to complying with the **Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended)**. TUPE ensures that employees’ rights are protected when the business or service in which they are employed transfers to a new employer. This policy also acknowledges the importance of maintaining business continuity and environmental responsibility during any transfer process.

**2. Scope**

This policy applies to all employees of NWF Facilities Ltd who may be affected by a transfer of business, whether incoming (transfers into the organisation) or outgoing (transfers out to another provider). It includes those employed permanently, on fixed-term contracts, and agency workers where applicable.

**3. Policy Statement**

NWF Facilities Ltd fully supports and complies with TUPE legislation to protect employee rights during business transfers. The company is committed to:

* Ensuring fair treatment of all transferring employees
* Providing clear communication and timely consultation
* Protecting contractual terms and conditions of employment
* Promoting a smooth operational and cultural transition
* Maintaining our commitment to health, safety, and environmental standards, including climate change responsibilities during the transfer process

**4. Key Principles**

* **Continuity of Employment:** Employees transferring under TUPE retain their original start dates and continuous service.
* **Terms and Conditions:** Employment terms must be honoured by the new employer, including pay, leave entitlements, and pension arrangements (subject to statutory exceptions).
* **Consultation:** Employees (and where appropriate, trade union or elected representatives) will be informed and consulted before a transfer, as legally required.
* **Due Diligence:** NWF Facilities Ltd will conduct thorough due diligence in all TUPE-related matters, including assessing the implications for workforce structure, compliance, and sustainability commitments.
* **Pensions:** While occupational pension rights are generally excluded under TUPE, equivalent arrangements or legal alternatives will be explored to support transferring staff.
* **Employee Liability Information (ELI):** Required ELI will be shared in line with TUPE timescales to support transparency and planning.

**5. Environmental and Climate Change Considerations**

As part of our commitment to environmental management under ISO 14001 and Net Zero targets:

* We ensure any incoming or outgoing contracts consider the environmental impact of transition.
* We require contractors and receiving parties to uphold our sustainability values.
* We encourage green mobility, energy-saving practices, and waste minimisation as part of transition planning.
* TUPE transfers will not compromise climate-related training, responsibilities, or ongoing initiatives already in place.

**6. Roles and Responsibilities**

* **Senior Management:** Oversee compliance with TUPE regulations and ensure alignment with business strategy and climate-related commitments.
* **HR/Relevant Manager:** Manage the operational delivery of TUPE processes, liaise with employees and representatives, and ensure accurate records and communication.
* **Line Managers:** Support employees during the transition, address concerns, and maintain performance and morale.
* **All Employees:** Cooperate with the TUPE process and attend relevant briefings or consultations.

**7. Communication and Support**

Affected employees will be provided with:

* Advance notice of potential transfers
* Clear, written information about their rights and what the transfer means
* One-to-one and group briefings as needed
* Access to support services and points of contact

**8. Review**

This policy is reviewed annually, or following legislative changes or TUPE events, to ensure continuing compliance and best practice alignment.

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025