

CB Security (UK) Ltd – TUPE & Employment Transition Policy (2025)

Policy Version: 2025

Date of Issue: 21 June 2025

Review Date: 20 June 2026

1. Policy Statement

CB Security (UK) Ltd is fully committed to adhering to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended) (TUPE) to ensure the fair and lawful treatment of all employees affected by business transfers, service provision changes, or outsourcing/insourcing scenarios. We recognise that employee welfare, clear communication, and legal compliance are key to successful contract transitions.

2. Purpose and Objectives

The purpose of this policy is to:

- Ensure full compliance with TUPE legislation during the acquisition or loss of contracts
- Protect the rights of transferring employees, ensuring they are treated fairly
- Provide consistency and transparency during mobilisation/demobilisation phases
- Minimise disruption to service delivery and maintain operational continuity
- Foster trust with clients, staff, and trade union or employee representatives

3. Scope

This policy applies to all CB Security (UK) Ltd operations where TUPE may apply, including:

- Taking over security contracts from another provider
- Losing a security contract to a competitor
- Transferring services in-house or outsourcing them It applies to all current and incoming employees, managers, HR personnel, subcontractors, and client representatives involved in the transfer.

4. Legal Compliance

We comply with the following:

- Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)
- Employment Rights Act 1996
- Equality Act 2010 (ensuring no discriminatory practices during transfer)
- Data Protection Act 2018 and UK GDPR (handling employee data responsibly)

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- Relevant case law, ACAS guidance, and government codes of practice

5. TUPE Principles

Employees assigned to the transferring services become employees of the new provider with their terms and conditions protected.

Employment does not break or restart – continuity of employment is preserved.

Existing collective agreements remain in place post-transfer.

Dismissals connected to the transfer are automatically unfair unless justified by an "economic, technical, or organisational" (ETO) reason.

6. Responsibilities

- Directors ensure governance and compliance with TUPE obligations.
- Operations and HR Teams oversee due diligence, consultation, and mobilisation.
- Line Managers support communication, induction, and employee engagement.
- All staff are expected to cooperate respectfully with transitioning colleagues.

7. Due Diligence and Information Exchange

We obtain Employee Liability Information (ELI) from outgoing employers at least 28 days before the transfer.

ELI includes job titles, terms and conditions, disciplinary or grievance actions, employee claims, and relevant agreements.

All personal data is handled in line with UK GDPR and shared securely.

8. Employee Consultation and Communication

Meaningful consultation will occur with affected employees or their representatives well in advance of transfer.

We provide information on:

- The reason and timing of the transfer

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- Legal, economic, and social implications
- Any changes proposed
- Feedback is actively sought, and concerns addressed transparently.

9. Post-Transfer Induction and Support

Transferred employees will be fully onboarded into CB Security processes, policies, and systems.

We offer:

- Site familiarisation
- Refresher training (e.g., SIA standards, conflict management)
- Health & safety inductions
- Updated uniform and equipment
- HR support will be available to address any employment queries.

10. Employment Terms and Pensions

Transferred employees retain their original terms and conditions, including:

- Pay
- Holiday entitlement
- Working hours
- Sick pay
- Notice periods
- Occupational pension arrangements will be handled in accordance with TUPE guidance or relevant sector schemes.

11. Risk Management and Client Assurance

- We carry out TUPE risk assessments to ensure smooth delivery and adequate cover.
- We maintain open dialogue with clients to align expectations and resolve staffing issues swiftly.
- Where applicable, we engage trade unions or employee representatives constructively.

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12. Subcontractors and Supply Chain

Any subcontractor engaged must apply the same TUPE obligations.

Subcontractor compliance is audited and contractually enforced.

13. Non-Compliance and Escalation

- Failure to meet TUPE obligations may result in legal liability.
- Any grievances, complaints, or claims related to the transfer process will be reviewed promptly by HR.
- Unfair treatment of transferring staff will result in disciplinary action.

14. Monitoring and Review

TUPE transitions are reviewed post-implementation to gather feedback and learn lessons.

This policy is reviewed annually or after any relevant legislative updates.

Approved by:

Cecil Bernard

Director, CB Security (UK) Ltd

Date: 23 June 2025