

QBD.16 TUPE Policy – Issue 2026

1. Purpose

This policy ensures that all transfers of staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) are managed fairly, lawfully and in a structured manner.

It protects employees' rights during service provision changes, contract wins/losses and business transfers.

2. Scope

This policy applies to all TUPE situations involving employees transferring to or from Rayan Facilities Management Ltd.

3. Policy Statement

Rayan FM recognises its legal obligation to protect employees' terms and conditions during TUPE transfers. We will:

- Treat all transferring employees fairly and respectfully.
- Comply fully with TUPE Regulations
- Work collaboratively with outgoing/incoming providers and clients.
- Ensure no employee is disadvantaged because of a TUPE transfer.

4. Responsibilities

Managing Director:

- Leads TUPE strategy and compliance.
- Approves final arrangements and decisions.

HR Manager / TUPE Lead:

- Manages consultation and communication.
- Receives and provides Employee Liability Information (ELI).
- Ensures legal compliance and documentation accuracy.

Managers:

- Support employees during consultation.
- Ensure operational arrangements and site transitions are in place.

Employees / Transferees:

- Engage in consultation.

- Provide accurate information for vetting and onboarding.

5. TUPE Overview

Under TUPE:

- Employment does not terminate because of a transfer.
- All rights, obligations, liabilities and duties transfer automatically to the new employer. Terms and conditions remain the same, apart from pension arrangements.

6. Pre-Transfer Process

6.1 Due Diligence

Incoming and outgoing providers will exchange:

- Employee liability information (ELI)
- Pay, holidays and hours
- Job descriptions
- Disciplinary or grievance records (as permitted)
- DBS/SIA/licence and vetting status

6.2 Consultation

Rayan FM will consult:

- Individually (where no elected representatives exist)
- In accordance with TUPE Regulations
- Providing clear information about working arrangements, pay, training, holidays and benefits

6.3 Vetting & Screening (For Security Roles)

Rayan FM will:

- Audit transferring employees' BS7858:2019 files
- Identify vetting gaps
- Complete missing checks
- Validate SIA licence status

7. Post-Transfer Measures (Including Pay Day, Pay Frequency and Holiday Year)

Rayan FM will identify, disclose, and consult on any proposed measures affecting transferring employees in accordance with TUPE Regulations. Such measures will not be imposed because of the transfer alone. Any changes will only be made where permitted by law, including beneficial changes, valid Economic, Technical or Organisational (ETO) reasons involving a change in the workforce, or where employees agree to the variation.

8. Transfer Day Responsibilities

Rayan FM will ensure:

- Payroll onboarding
- Holiday entitlement transfer
- Site access arrangements
- Uniform and equipment issuance
- IT and communication access (where applicable)

9. Post-Transfer Support

9.1 Induction Training

All transferees will receive structured induction and mandatory training within 12 weeks.

9.2 Training Needs Analysis

A skills assessment will be completed to identify training or refresher needs.

9.3 Ongoing Support

Managers will support employees through transition, address concerns and review progress during the first 12 weeks.

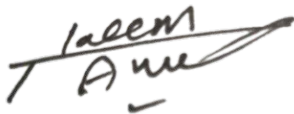
10. Changes After Transfer

Changes to terms and conditions will only occur where permitted by law (e.g., unrelated economic, technical or organisational reasons).

11. Review

This policy will be reviewed annually or sooner if legislation changes.

Signed:



Naeem Bhatti

Managing Director

01/06/2026