

AGE DISCRIMINATION REDUNDANCY QUESTIONS

Policies & Procedures

- 1 Does the Respondent have a Redundancy Policy?
- 2 Please state the date on which this policy was implemented.
- 3 Please state how this policy was communicated to line managers and employees.
- 4 Please state the date, content and provider of any training or awareness seminars held in relation to this policy.
- 5 What is the Respondent's normal procedure in the event of a redundancy situation?
- 6 Was the normal redundancy procedure followed in this case? If not, please state why not.
- 7 What, if any, consideration was given by the Respondent to their Equal Opportunity Policy in respect of my redundancy?

Reasons for Redundancy

- 8 When was it decided that I was going to be made redundant?
- 9 Please state the name, job title and age of the person(s) who made or contributed to the decision to make me redundant.
- 10 Please state why I was made redundant.
- 11 What criteria were used to select me for redundancy?
- 12 Was there any criticism of my conduct, attendance or performance during my employment? If so, please provide full details of each alleged incident including dates.
- 13 Please state the name and job title of the person you claim

- brought any criticism to my attention. How was it brought to my attention and what was asked of me in the way of improvement?
- 14 Please provide a full description of my post, my duties and responsibilities during my period of employment.
 - 15 Please identify by name, job title and age any employee who is now carrying out any duties previously undertaken by me in my last post.
 - 16 Please provide specific details and evidence to show that there was a reduction in work making my post redundant.
 - 17 Please provide full details of any restructuring or reorganisation of the Respondent company at, or before, the time of my redundancy.

Other Redundancies

- 18 Who else has been selected for redundancy on this occasion? Please identify by name, job title and age. Please state what criteria were used and how the criteria applied to each individual.
- 19 Please identify by name, job title and age any other employees who have been made redundant in the last three years. Please state what criteria were used and how the criteria applied to each individual.
- 20 Please state the reason for making any member of staff redundant in the last three years.
- 21 Please state why each individual was selected for redundancy in the last three years.

Consultation

- 22 Please state when the Respondent first became aware that redundancies were to be made.
- 23 Please state how and when staff were informed that there was a redundancy situation.

24 Please state why I was not consulted about this redundancy.

Alternative Positions

25 Please state why I was not offered a suitable alternative post.

26 Please provide a list of all vacancies advertised by the Respondent since [*insert date*].

27 Please state why I was not considered for any of those vacancies.

28 Please state the name, job title and age of all staff recruited by the Respondent since [*insert date*].

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) The Respondent's redundancy policy;
- b) My personnel file;
- c) Any minutes, notes, documentation, memoranda or e-mails which the Respondent intends to rely upon to demonstrate the existence of a genuine redundancy situation.
- d) Any minutes, notes, documentation, memoranda or e-mails which the Respondent intends to rely upon to demonstrate a business reorganisation or restructuring;
- e) A copy of all job vacancy advertisements issued since the date of my redundancy.