

## Restructure / Change Process

Covid-19 has not removed the need to follow due process and meet legal requirements when a restructure may result in positions being made redundant. As well as meeting good faith requirements of the employment relationship there are also research-based guidelines that ensure people are treated with dignity. This checklist guides you through the essential questions you need to answer when embarking on a restructure.

### Checklist

#### Establish rationale for change:

- Do you have a genuine reason for the restructure, based on a robust business case?
- Have you considered all other options - eg: unpaid leave, wage subsidy, business loans?
- What are the likely scenarios if you don't make the change?

#### Consulting with employees:

- Have you sought advice on the process to be followed?
- Have you reviewed Employment Agreements to check redundancy and notice terms?
- Do you have a documented change proposal which outlines the business case & change process?
- Do you have a communication plan which, at minimum, meets legal requirements?

#### Making decisions:

- Have you taken on board feedback / listened to your employees?
- Have you followed a robust selection process?
- How will you communicate the decisions to your staff?

#### Support:

- What support will you provide to employees on the day of announcement?
- What outplacement support will you provide to affected employees when they leave?

#### Contact Us

Contact Vargo + Lewis for an obligation free consultation to find out how we can support your restructure/change process