

## Frequently Asked Questions – Re-Organisation Special Reactive Colleague Edition

### Important

This set of 'frequently asked questions (FAQs)' has been pulled together to guide you through **the initial announcement** of organisational change we are announcing on 1<sup>st</sup> May 2020.

There is also a 'consultation special' which will provide more details on the processes and obligations of this important activity.

If you are still in need of assistance, please contact the HR Case and Advice Team - [PeopleServices@marshalls.co.uk](mailto:PeopleServices@marshalls.co.uk)

#### 1. I have a company car, what will happen to it?

You will be able to retain the company car until the end of your notice period. During this time your car can be used **personal** use only. Towards the end of your notice you will be contacted by the Fleet Manager who will make arrangements for collection of the car. If you want to hand the car back sooner than the end of your notice period, please liaise with your manager directly. There will be no financial re-imbusement for this.

#### 2. What happens with my car allowance?

Your car allowance will be calculated and paid in your final salary

#### 3. What will happen with my work equipment – laptop, phone, fuel card etc.?

You will need to arrange to return these items, prior to or on your last day. Please arrange this with the one of the Management team. If safe to do so you may be able to drop these items at a suitable work location.

#### 4. Can I join the trade union so they can represent me?

Yes you can join a union if you wish for the rep to represent you, we would suggest you pick up with your chosen rep directly to confirm the process for this.

#### 5. Can I pay a one off lump sum into my pension?

Yes, you can pay a specified amount of your redundancy into your pension. You will need to contact the payroll team and complete the relevant form. Please contact payroll for the relevant form - [payroll.monthly@marshalls.co.uk](mailto:payroll.monthly@marshalls.co.uk)

#### 6. What happens to my Share Purchase Plan if I leave the Company?

You will receive a letter detailing the arrangements which apply on leaving.

- You must stop contributing to the plan
- You must take your Partnership Shares out of the plan immediately
- You can release the shares, keep them, and receive a share certificate in due course
- Alternatively, you can elect to sell the shares immediately and receive the cash proceeds

- In circumstances where you leave as a result of redundancy, you will not be subject to Income Tax or National Insurance Contributions (NIC) when your Partnership Shares are taken out of the plan
- Any partnership money, which is not used to buy shares, will be returned to you minus any relevant Income Tax and NIC deductions.

**7. What is PILON?**

This is Pay in lieu of notice. At the end of the consultation period you are not required to work, therefore holidays and pension contributions are not applied in this payment.

**8. What happens to my private health care?**

You will retain cover for you're the period of your notice cover and then the scheme lapses.

**9. Will affected employees will be able to access their place of work to collect belongings, outstanding expense receipts etc. Could you confirm that will be ok, and whether any conditions will apply (person must be accompanied etc.?)**

Yes of course, we will need to agree a day for colleagues to come and collect their belongings with the Senior Management Teams - these dates will be shared with colleagues who are leaving through redundancy.

**10. Is there provision for furloughed staff to be contacted formally by HR using methods other than via Facebook or Marshalls email? Could nominated personal email addresses be collected and used in these cases?**

We have been communicating with furlough colleagues on their Marshalls email address as it is expected that colleagues stay up to date with communications whilst on furlough - this includes email communications.

**11. Can I apply for vacancies across Marshall's whilst I am at risk of redundancy?**

All vacancies will be advertised on the Marshalls intranet site and the careers website (making it accessible to people without intranet access:

<https://inet.marshalls.co.uk/publicsites/HumanResources/Vacancies/Pages/default.aspx>

<https://www.marshalls.co.uk/careers/latest-vacancies>

The adverts will be marked 'For Internal Marshalls colleagues only'.