

Communication plan

Checklist

Works Council:

- How, what, when to communicate with WC
- Other works councils (EUWC, Central WC)
- Statutory obligations
- Costs, timing and advisors WC
- Timeline

Labour unions:

- How, what, when to communicate with Unions
- Statutory obligations
- Social Plan?
- Timeline

Employees not to be made redundant:

- When to inform
- How to inform
- Timeline

Employees to be made redundant:

- When to inform
- How to inform
- Timeline

Key Employees:

- When to inform/motivate
- How to inform/motivate
- Timeline

Third parties:

- Shareholders
- Supervisory Directors
- Group Companies
- Press
- Confidentiality statements

Reorganization plan

Checklist

Information about the company's current situation:

- General information about the company
- Specific information about the company

Reasons for redundancy:

- Financial reasons
- Strategic reasons
- Economical reasons
- Commercial reasons
- Competition

Information about the company's future situation:

- General future situation
- Specific future situation

Advantages of the company's future situation:

- Financial advantages
- Strategic advantages
- Economical advantages
- Group advantages
- Commercial advantages
- Competition advantages

- Staff inventory
- Inventory redundancies
- Redeployment options
- Timeline

Social Plan

Checklist

Procedure when work discontinues:

- General announcement
- Individual announcement
- Documentation
- Review committee
- Hardship clause
- Redundancy volunteers

Inventory personnel:

- Redundancies
- Scope Social Plan
- Volunteers
- Illness/pregnant employees

Internal redeployment:

- Conditions
- Redeployment meeting
- Redeployment offer
- Offer acceptance/rejection

External redeployment/outplacement:

- Conditions
- Redeployment offer
- Offer acceptance/rejection

Selection criteria:

- Selection (reflection) principle
- Deviation?
- Musical chair selection?
- Other

Redundancy procedure:

- Settlement agreement
- UWV
- Court (judicial review)

Severance:

- Transition payment
- Court formula (?)
- Supplement to state benefit
- Signing bonus
- Notice period
- Bonuses
- Older employees
- Pensions