

ABBOTT LABORATORIES TRANSFER OF SERVICE PROVISION TO RANDSTAD

YOUR BRIEFING PACK

Background.

Randstad Corporate Services (Randstad Solutions Ltd.) have been awarded the contract to supply temporary labour to Abbott Laboratories. As you are employed on an employment contract and are currently providing a service to Abbott Laboratories, we are proposing that your employment will transfer to Randstad under the TUPE regulations. This proposed transfer applies to all temporary workers currently supplied by Adecco to any part of the Abbott business, who are still on assignment with Abbott Laboratories at the proposed transfer dates (see below).

The contract to supply temporary labour to Abbott Laboratories will transfer to Randstad on 1 February 2021. Any associate on a temporary contract with 6 months service on this date will be eligible to transfer to Randstad. If you haven't worked at Abbott Laboratories via Adecco for 6 months on 1st February, you will remain with your current agency until you have completed 6 full months. We will continue to transfer people at the start of each subsequent month up to 1st July. Once you have completed 6 months on assignment through Adecco, you will no longer be able to work on assignment to Abbott Laboratories via Adecco and you must register with Randstad if you wish your assignment to continue.

Key points.

- The service provision will transfer to Randstad on 1 February 2021.
- From 1 February you cannot continue to work at Abbott Laboratories if you have completed 6 months on assignment unless you register with Randstad.
- We are proposing that any associates in assignment with Abbott Laboratories on 1 February (with at least 6 months service) will transfer to Randstad.
- There will be a new transfer date on 1st of each month up to 1st July. As you reach 6 months service you will be offered the opportunity to transfer to Randstad on the relevant transfer date, which will occur immediately after you attain 6 months service.
- Randstad will need your email address to arrange a consultation and registration meeting with you. There is a QR code later in this document which will take you to an online briefing register. This is to confirm that you have received the briefing and so that we have the best contact details for you. It will take less than 5 minutes. Please ensure you enter these details there **by 18th December**.
- Randstad will then send you a link to complete a full registration later in December.

- We will meet with you either virtually or face to face from **w/c 11th January** - in this meeting we will need to see your eligibility to work documents. We will also need to verify your bank and other details to ensure we can pay you.
- If you are not available for a meeting with us w/c 11th January you must make us aware by emailing us at the address provided at the end of this briefing document.
- Randstad will be working with your current agency to make sure all your questions are answered and that you are fully informed and consulted with regarding this transfer.

More information about Randstad.



A global human resource solution

- The largest recruitment agency in the world
- Began in 1960
- €23bn+ revenue per annum
- 38,000 corporate employees across 39 countries



Randstad Corporate Services

- One of 12 Randstad brands in the UK
- A new addition to our brand portfolio, set up to complement our well-established recruitment service provision to key clients across the UK and our temporary workforce management solutions.
- Multiple sectors including financial services, call centre and pharma

Find out more about Randstad by visiting our website: www.randstad.co.uk.

The Randstad account team at Abbott Laboratories

The Randstad account team structure is set out below. This team is supported by central teams with specialisms in HR, Payroll and Finance. We also have an implementation team who are working closely with Adecco to make sure your transfer is a smooth one.

Operations Director:
Vicky Ledjard

Client Services Director:
Simon Coulson

Account Team
(TUPE Transfers from current team)

More information about the proposed TUPE transfer.

What does TUPE mean?

TUPE refers to the Transfer of Undertakings (Protection of Employment) Regulations 2006. These Regulations were created to protect employees whose employer changes as a result of take-over, merger, change of owner, or when contracts transfer from one company to another.

How will this affect me?

You will retain your original start date and continuity of service and your original terms and conditions (whether with Adecco or a previous employer) will transfer with you. Your pay rates and holiday entitlement will transfer with you as long as you remain in the same assignment.

Will my benefits and employee handbook transfer?

Only contractual terms will transfer, so if there are any contractual benefits or any contractual elements to your handbook these will transfer with you, otherwise your handbook will be replaced with Randstad's Flex Associate Handbook and your current agency benefits will cease.

What benefits can Randstad offer?

Randstad has a range of shopping discounts as well as an employee assistance programme which provides a free counselling service and free legal advice for members available via a smartphone app. You will be provided with details of how to download the app when you transfer.

Randstad works with a provider to offer Personal Accident Insurance, which also covers death in service. This is available at a maximum cost of £1.50 per week. You will have the opportunity to enrol into this scheme when you complete your full registration form and can opt out at any time thereafter. Full details of the scheme are available at:

<https://www.randstad.co.uk/business-support/pai/>

What if my assignment with Abbott Laboratories ends before 1 February (or the relevant subsequent transfer date)?

If your assignment ends before the transfer date then you will not be in scope to transfer under the TUPE Regulations, however we would still be keen to hear from you as we can register you on a new contract and we will contact you should a new assignment become available.

Will Randstad be able to make any changes to my contract?

Randstad may need to make some small changes to the way your contract operates for administration purposes, but everything else will state the same. These small changes, known as "measures", may include changing your holiday year to fit the Randstad holiday year for example. We will consult with you via Adecco regarding any proposed measures.

What involvement will Randstad have in the transfer discussions?

Randstad will work with Adecco to fully inform all staff affected by this transfer in accordance with the guidelines provided under the TUPE regulations.

Do I have to transfer to Randstad?

Both Randstad and Abbott Laboratories wish all temporary associates to transfer and continue in their roles as usual, as long as the assignment is still required by Abbott Laboratories, however if you choose not to transfer to Randstad and Adecco have no other role for you, you will be effectively resigning your position as your role will transfer without you. You will need to object to the transfer in writing to Adecco if you do not wish to transfer.

What happens to holidays I have already accrued?

If you have any accrued but untaken holiday Adecco will pay out the balance following the transfer and you will start with Randstad on zero accrual.

Will the transfer affect any booked holiday I have?

It would be helpful if you could inform us of any booked holiday you have during the consultation so that we can ensure you are able to take this.

What happens to my pension?

Pensions are exempt from transferring under TUPE legislation. This means Randstad will offer you a pension scheme in line with the regulations. As part of the current statutory scheme you will have the opportunity to opt out.

You can choose to transfer your current pension to Randstad's provider or you can leave your pension pot with your current provider. You should take independent financial advice before making this decision.

What information does Randstad need from me?

Your current agency will be supplying employee data in line with the regulations at least 28 days prior to transfer unless an individual objects.

Randstad will need to meet with you to check these details, see your eligibility to work documents and confirm your bank details with you. This meeting may be conducted virtually due to the current climate.

Initially We'd like you to confirm you have received the briefing and to provide us with the best contact details to reach you on. Please use the camera on your smartphone to read this QR code, which will take you to the Randstad briefing registration page. Please do this by **18th December**.



Alternatively, click on this link:

https://docs.google.com/forms/d/e/1FAIpQLSeed6o9DZRnk1Zg-XzJD1S8EHU0vIAacyGChZgAIu9744vP4A/viewform?usp=pp_url

Randstad will then send you a link to complete a full online registration form. To complete this form you will need:

- Eligibility to work documentation
- National insurance number
- Bank details

You must complete this form no later than 24 December.

Once you have completed the registration form Randstad will arrange a consultation and registration meeting with you. This meeting may be conducted virtually due to the current pandemic situation. We will contact you in January to arrange this. Meetings are expected to take place from w/c 11 January.

If this meeting is conducted virtually, we will need to see a physical copy of your eligibility to work documentation once you have transferred to Randstad.

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forward.



Further questions

If you have any further questions regarding the transfer please do not hesitate to contact us using the following details:

abbott-laboratories@randstad.co.uk