

Welcome to Mitie



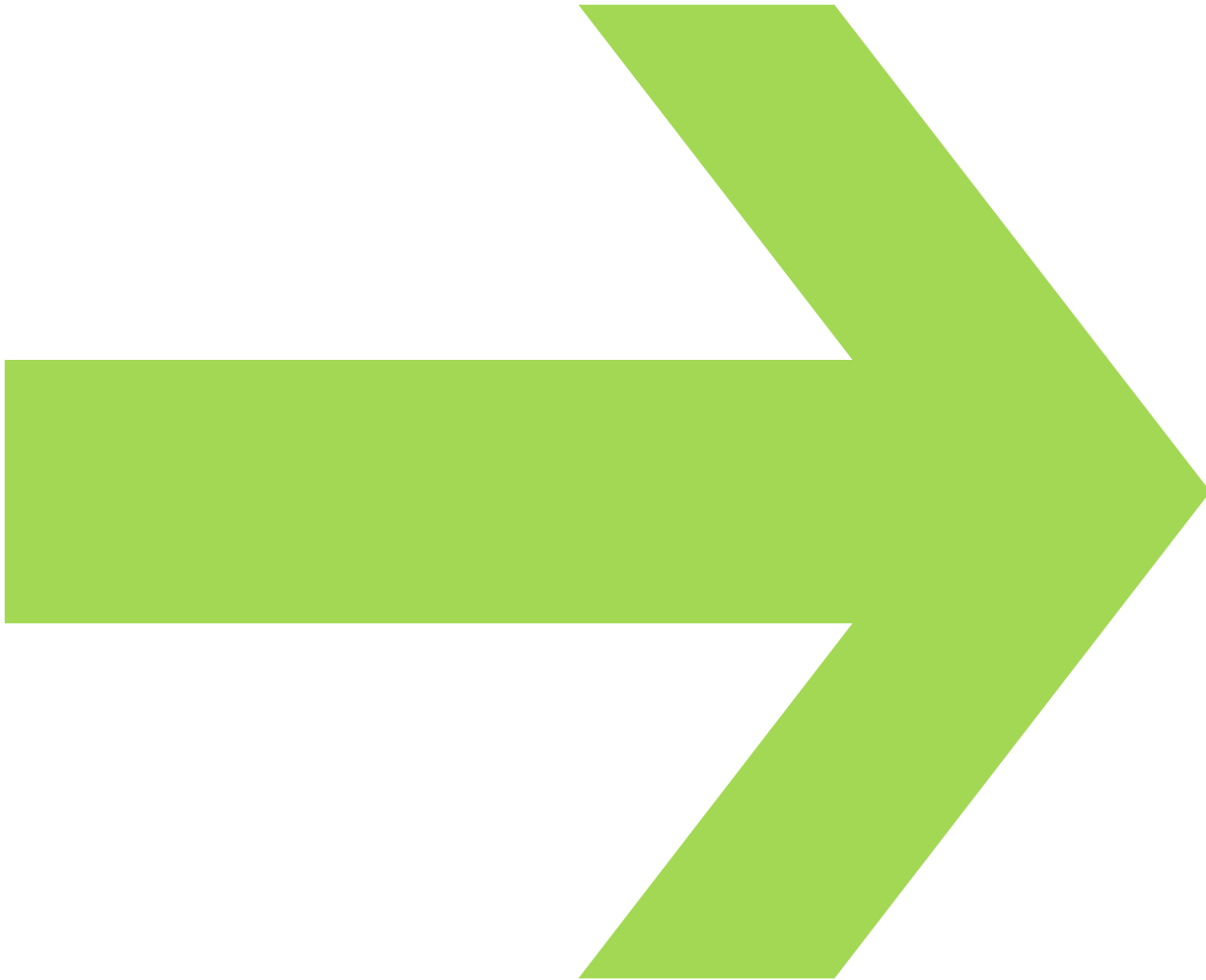
What is TUPE and how does it effect me?





What is the purpose of TUPE?

- Its purpose is to provide protection for employees transferring from one contractor to another.
- It allows employees to enjoy the same terms and conditions & continuity of service, as before.



This means that...

- Your position transfers automatically to Mitie.
- For the day-to-day job, very little will change
- Mitie uniform, new equipment etc.
- We will honour your existing terms & conditions.
- You can choose not to transfer.
- If you choose not to transfer, what happens?

What will remain the same?



Terms & conditions...

- Your rate of pay
- Your hours of work
- Your annual leave entitlement
- Your sick leave entitlement
- Your trade union membership
- Enhanced contractual benefits
- Continuous Start date
- Maternity, paternity, parental leave entitlement

What will change?



- **Your employer** - Your employment will transfer to Mitie on 1st October 2022
- **Your pay date** - Your pay frequency will remain the same, however, the date might change.
- **The holiday calendar year** - All employees will follow the Mitie holiday year which is 1st April – 31st March.
- **Policies & procedures** - The Mitie Employee Handbook will apply to any transferring employees from the transfer date.

Payroll Arrangements



When will I get paid?

- Your pay frequency will remain the same.

What are Mitie's payroll cycles?

- Fortnightly; Friday
- Weekly; Thursday

How can I access my payslips?

- Payslips can be accessed via an online employee portal.

If I have a payroll query, who can I contact?

- Your line manager

or

- The payroll manager, Bianca Petenucci
- [E. Bianca.Petenucci@mitie.com](mailto:E.Bianca.Petenucci@mitie.com)

What is the Company Registration Number?

- 9713695S

An Introduction to Mitie



- We are one of Ireland's & the UK's leading facilities management companies
- Our services are delivered as integrated FM contracts, in bundles or as single services, depending on client requirements.
- 1987 - Mitie was established
- 2010 – Mitie enters the Irish market
- 77,500 employees in total, with 1900 employees in Ireland
- Snapshot of some of our clients below:



Culture and Values







We go the extra mile

- We take ownership of any enquiry and see it through until the end
- We deliver the 'Wow-factor'
- We take pride in what we do
- We continually look for ways to deliver a better service for our clients



We are built on integrity and trust

- We do what we say we're going to
- We lead by example
- We treat Mitie's money as if it is our own
- We are consistent and transparent in what we do



Our diversity makes us stronger

- We treat all colleagues with respect
- We help break down barriers
- We celebrate diversity
- We use other people's insight, skills and behaviours to make us better at what we do



Our customers' business is our business

- We are ambassadors for our client as well as for Mitie
- We share in our clients' successes
- We seek to exceed our customers' expectations
- We work to resolve issues
- We build long term relationships with our clients
- We understand what is important to our clients

We are one Mitie

- We work together to achieve the best for our clients and for Mitie
- We share best practice, knowledge and information
- We work as one team
- We help each other to win for Mitie



Benefits

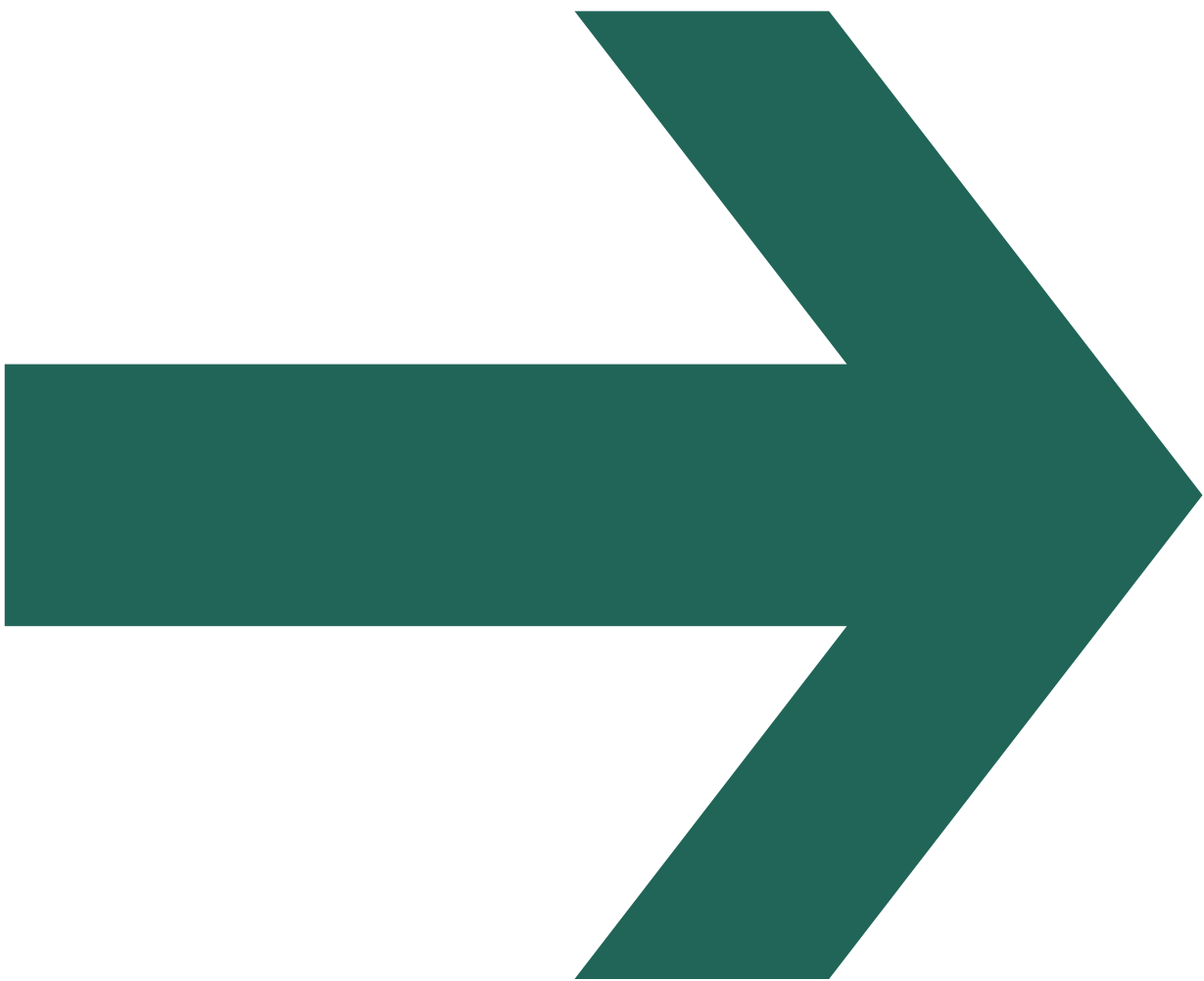




What happens next?



What happens next?



We will:

- Be available for any questions you may have.
- Provide you with a Mitie uniform and new equipment.
- Collect your new starter form and requested documents so that we can set you up on our payroll.

I have a query. Who can I contact?

For any TUPE / HR queries you may have between now and the transfer date, please contact the HR team.

T:	01 8839190
E	IrelandpeopleSupport@mitie.com

DELIVERING THE
EXCEPTIONAL,
EVERY DAY

