



Go-Live: 01 Oct 22

Proud to be in Partnership

A message from Les Sheridan



Les Sheridan
Managing Director
Mitie Ireland

We're delighted to have been awarded the cleaning contract to support Dublin Airport from 01 October 2022 and we're looking forward to meeting you all in person. Mitie have a good track record in supporting the UK and NI aviation industry and we're proud to be continuing this with Dublin Airport.

We know the changes ahead might feel unsettling, particularly in these challenging times. We are working closely with the daa and your current employer to make the TUPE process as smooth as possible and we're keen to support you to keep delivering exceptional services to Dublin Airport. This newsletter will tell you how to ask us questions and get information through the different ways we've made available.

We recognise that working in an airport has its challenges during normal times but the challenges in the recent past have been unprecedented. We recognise that you are experts in your field and we have the opportunity to achieve great things as we work together. We value what you do at the airport on a daily basis and we're very excited that you're joining the Mitie team.

We also recognise that disruption - such as a change of company or way of working - can cause concern and it's our aim to keep this to a minimum as we work through this process. Thank you, in advance, for working with us. We look forward to having you on our team! For now though, welcome to Mitie! It's brilliant to have you as part of the team.

You should also feel free to contact me with any feedback or suggestions at sharewithsheridan@mitie.com



About Mitie

We're very excited to meet all our colleagues at Dublin Airport and we want to make sure you get to know Mitie!

Established in 2010, Mitie Ireland is a wholly owned subsidiary of Mitie Group plc, the UK and Ireland's largest facilities management and professional services company. With 2,000 employees on board, we offer a range of specialist services including technical services, security, cleaning, industrial cleaning, landscaping, energy and sustainability, waste and professional consultancy.

Mitie plc employ over 77,500 people across the UK, Ireland and internationally. We manage and maintain some of the nation's most recognised landmarks, prestigious buildings and retail stores.

Find Out More

Mitie Ireland: www.mitie.ie / Mitie plc: www.mitie.com

What does this contract cover?

Mitie has been awarded a contract by daa to deliver cleaning and associated services at Dublin Airport.

Our contract will begin on **01 October 2022**.



Mitie's Footprint in Airport and Transport Services

Mitie has a proud history of providing transport services to airports, ferry terminals, ports, rail, Luas and bus stations. We help these transport systems run smoothly, whether we're delivering cleaning, maintenance or specialist complementary services, such as baggage screening. We are pleased to welcome Dublin Airport to the group of airports we currently support.

Belfast City Airport

Heathrow Airport

Gatwick Airport

London City Airport

Birmingham Airport

Manchester Airport

Bristol Airport



What Happens Next?

We anticipate the following schedule of events, pending agreement with your current employer.

From **September**, we will meet with you individually in a 1:1 meeting at Dublin Airport, where you can discuss transferring terms and conditions and answer any questions you may have.

At these meetings, we'll talk through the data (known as ELI data) we have received from your current employer to check its accuracy. We will also collect the documents from you required for onboarding. This list can be found on page 4. We will complete a 'Consultation Form' documenting bank details, PPS number, email address and emergency contact details to make sure that payroll is set up correctly for you. We will also be confirming your uniform size, so you are ready for Day One. Additionally, you will receive the *Welcome to Mitie* booklet, which contains important information about joining our company, including rewards and benefits.



We will also be offering HR Drop-In Clinics where you can address any concerns about the TUPE process. These can be held in person or virtually by appointment.

A website just for you!

We've created a dedicated TUPE website where we're storing all the information for Dublin Airport employees.

Visit <https://mitie.ie/employee-area/dublin-airport/> to get the information you need for this process, all in one place.

Keep checking for updates!

Questions

If you have any questions, please speak to your current employer or your employee representative and we'll work with them to respond.

Alternatively, you can submit your questions to us at:

irelandpeoplesupport@mitie.com

You'll need to provide us with specific documents during the 1:1 meetings so we can get you onboard. Here's the list to get you started!

What Documents do I need to bring with me to my 1:1 consultation?

We will need to confirm the following pieces of information with you during your 1:1 meeting, so please ensure you bring the required documents with you:

- Personal Email
- Home Address
- Telephone Number
- PPS Number
- Bank Details
- Emergency Contact
- Details and Right to Work (RTW) documents. Please see the list below of documents required to confirm your RTW in the Ireland and your proof of address.

RTW Documents for Nationals outside of EEA

- Current passport containing visa/residence document and visa/residence document or
- Work permit (front and back)
- Non-EEA Students must provide a letter from their college or university on headed paper confirming the course and term dates. This is in addition to their visa/residence document.

Evidence for a Change of name (to support a RTW document provided in different name being used)

- Marriage certificate
- Change of name by deed poll
- Statutory declaration

What is not acceptable as evidence of RTW?

- Driving licence (does not prove RTW but can be accepted as proof of address)
- Visa/residence document in an expired passport

Proof of Address (must be dated within 3 months of start or consultation date)

- Current Driving Licence
- Bank statement or letter
- Utility Bill
- Letter from Government Dept
- Letter from legal registered body

The mobilisation

As we work through the mobilisation phase, we'll have a dedicated team of people in place to prepare for the start of services or "Go-Live" date. Some of the team have already been part of the welcome meetings and will continue to visit sites over the coming weeks. We'll let you know about their future visits.

Work is underway to make sure Day One and service delivery goes to plan. We're working closely with your employer to make sure we achieve this in a seamless manner.

Your questions

We know that many of you will have similar questions and will want to be kept informed.

We'll include relevant information in future issues of *MiNews*. Your most frequently asked questions (FAQs) can be found [here](#) and we'll be updating the FAQ list as questions arise.

Have a question? Email us at irelandpeoplesupport@mitie.ie.

Our commitment

Mitie is an FM services business and we rely on the commitment, dedication and quality of our people. Everyone who'll transfer to Mitie on

01 October 2022 is key to helping make Day One a success.

We're keen to make sure you have the information you need before Go-Live. Please ask any questions you might have and look out for further updates.



How we'll communicate

We'll include updates in *MiNews*, a regular newsletter which will be shared every week.

We're offering HR Drop-In clinics where you can meet with the Mitie team and ask any HR-related questions about the transfer that you may have.

Visit your [dedicated TUPE website](#), where we're storing all the information you need.

We'll keep in touch throughout the mobilisation so you'll know what to expect.

Don't forget ...

We're really excited that you'll be joining the Mitie team.

We're experts in our field and we want to make this process as straightforward as possible for you.

We're working closely with your current employer to make sure that you get the information you need, at the right time.

We'll be communicating with you regularly and will answer any questions.

You're in safe hands.