

## **Dublin Airport Mobilisation FAQs**

### **What does TUPE mean to me?**

TUPE stands for the Transfer of Undertakings (Protection of Employment) Regulations 2006. Essentially, you have the right to transfer to Mitie Limited, which must honour your existing terms and conditions of employment, as well as your continuity of service.

### **Who will my employer be?**

Your employment will TUPE to Mitie (a wholly owned subsidiary of Mitie Group plc).

### **How will this change impact me?**

In terms of your day-to-day job, very little should change. However, you will be consulted with if there are any changes to your day-to-day role.

### **When will the transfer take effect?**

Your employment is due to transfer to Mitie Limited on 1 October 2022.

### **What happens next?**

Mitie and your current employer are working together to ensure a smooth transfer of your employment. We have already commenced our roadshows. We will hold one-to-one meetings with you to further discuss any issues that are personal to you. This will also allow us to check the information we have been provided regarding your employment is fully accurate. We will issue the timings of these sessions as soon as we have agreed these with your current employer.

### **Will I need to complete forms and confirm my details?**

We do have some forms that we need you to fill in to be able to put you on our payroll system. We will also need you to bring relevant ID with you so that we can establish your right to work in Ireland.

### **What happens to all my benefits?**

Once Mitie have received the information from your current employer, we will review this. Your contractual terms and conditions will transfer. If you have a benefit that we are unable to provide, then this will be discussed further during the consultation process to understand how we can minimise any impact on you.

### **What about my pension?**

Pension schemes may vary between individuals. As such, we will discuss pension rights with you during the consultation process to ensure that you are clear what will happen.

### **What happens to the length of service that I have built up with your current employer?**

The length of service you have built up with your current employer will transfer. Mitie will therefore recognise your original start date and will use it whenever they need to calculate your overall length of service. It is what we call your continuous service date.

### **Will I need to provide any other details to Mitie?**

We will require you to provide an active personal email address and your bank details. This is necessary to set you up and pay you via our payroll system.

### **Should I report to work as usual after the transfer?**

Yes, absolutely. It is very much business as usual.

**What if I am not at work on the transfer date?**

If you are not scheduled to work on the date of transfer, then you don't need to attend. Just come in as normal on your first working day after that date. Your employment will still transfer, as will your existing terms and conditions and continuity of service.

If you are scheduled to work on the transfer date but you are unable to attend work, you must contact your line manager to let them know why you can't attend. It is important you do this to ensure they know you have transferred and that you have not decided to opt out of the transfer.

**What will happen if I am on maternity, adoption, paternity or parental leave on the transfer date?**

You will transfer to Mitie whilst remaining entitled to this leave and any applicable payments, in line with your current terms and conditions of employment.

Your current employer will provide relevant correspondence of your entitlements in this respect.

**What will happen to my holiday entitlement?**

Your current holiday entitlement will transfer. If our holiday year differs then we will consult with you on this. However, this won't affect your holiday entitlement.

**What will happen to my pre-booked holiday?**

Your current employer will provide Mitie with notice of these holidays and these will be honoured. It would also be helpful if you discuss this during your one-to-one consultation.

For new holiday bookings, we will provide further detail on how to do so via Mitie's systems.

**What happens if I don't want to work for Mitie?**

We really hope that this won't be the case. However, you have the right to object to the transfer of your employment to Mitie. You need to be aware that if you decide you do not want to transfer, you will effectively be resigning voluntarily from your position immediately before the transfer date. As such you will not be entitled to a redundancy payment, notice pay or any other severance payment.

**I am member of a trade union – should I speak with them?**

If you are a member of a Trade Union, you are entitled to bring your union representative with you to your consultation meeting, as a support only should you wish.

**I have further questions that are not answered, what should I do?**

Please raise these with your current employer representative who will pass these queries to Mitie. Alternatively, these can be raised during the HR clinics that Mitie will be holding on site. Details of these will be issued in the coming weeks.