



Secondment Policy

1. Purpose

The purpose of this policy is to ensure any employees on secondment within or external to Metaverse VR (MVR) are working under fair and consistent arrangements.

2. Definitions

A secondment covers the period when you carry out work in a different part of MVR, or external to the organisation, for a specified period of time. At the end of the specified period, you will return to your original role unless otherwise agreed.

3. Reasons for a Secondment

Secondments will be agreed for the mutual benefit of both parties. The reasons for a secondment include, but are not restricted to:

- development of skills – you will learn and develop new skills in another area of the business, or with an external organisation, with the expectation you will then apply skills and experienced gained in your original role on your return
- professional development – you experience another area of the business, or a different organisation, and may use this to professionally advance within your role
- project completion – you apply your specific knowledge to complete a special project in another part of the business or externally.

4. Continuity of service

During the secondment, you will remain employed by MVR and your continuity of service will continue to accrue.

5. Contractual terms

As legally required, you will receive a letter containing the terms and conditions of employment that will apply during your secondment period. This will include any changes to:

- name of employer
- job title
- rate of remuneration, the way it is to be calculated and the periods of payment
- hours of work
- place of work
- relevant collective agreements
- disciplinary rules and grievance procedures.

6. Payment

The rate of pay for the secondment will be set out in documentation provided to you. You will receive your original pay rate when you return to your original job, unless there has been a pay increase for your original role during the secondment period.

7. Moving to a different location

Travel costs may be paid by MVR where the secondment is based at a different location than your normal place of work. Overnight accommodation may also be provided where the secondment is based at a different location that is not within reasonable travelling distance of your home.

Travel costs or provision of overnight accommodation will be agreed with the HR department. Any agreement will be set out in documentation provided to the employee.

8. Overseas secondment

MVR will acquire any paperwork required for you to work overseas, for example a visa. You must supply us with any requested information or documents within a reasonable time period.

In situations where you will receive your salary and other payments in an overseas currency, this will be confirmed in writing to you.

9. Preparation for the secondment

MVR may agree for you to take part in training or other preparation in advance of the secondment to allow for a seamless transition. A plan will be set in place for you to follow and will be discussed with you in advance of this taking place.

10. Dissatisfaction with the secondment

If you are not satisfied with the secondment, you should speak to your line manager for the secondment as soon as possible. You should also contact the HR department at MVR to make them aware of the situation and keep them up to date if the situation is not resolved.

11. Early completion of a secondment

If the secondment finishes before the specified period of time has ended, you will usually return to your original role in MVR. You may stay in your seconded role if you can carry out other work which meets the reason for the secondment. Any early completion will be discussed with your line managers.

12. Extension of a secondment

When the work continues beyond the specified period of time, you may continue in your seconded role. Any extension will be discussed with your line managers.

13. Poor performance during a secondment

While on secondment, you must ensure your work is carried out with reasonable care and skill.

MVR may use the Capability Procedure during your secondment if we believe you are performing below the required standard. This will include carrying out an assessment of:

- the reasons for your poor performance or behaviour
- whether any training or development is required
- whether poor performance is due to misconduct.

14. Return from a secondment

At the end of the secondment, you are expected to return to your substantive role with your original terms and conditions of employment had the secondment not taken place.

In some circumstances, MVR may be unable to reinstate you in your substantive role. In these situations, we will place you in a suitable alternative role where you retain the same status and terms and conditions of employment as your original role.

During the secondment, your original role may become redundant. In these circumstances, MVR will consider any alternative work in your original area of work, the seconded area of work and any other suitable alternative within the business.

If there are no suitable alternatives, MVR will follow a fair redundancy procedure and consult you about the changes.