



## FAQ's for the Building Relocation

**Q.** I sometimes work back late at night. How safe is it travel to the station?

**A.** We understand that there are several shops along the way which are open at night. We don't believe that it is any less safe than walking down to Central or St James Station at night.

**Q.** What are our expected hours of work?

**A.** Flexible work hours are still in place. Please refer to the 'Flexible Work Policy' located on the HR Documentation Database ([hr.salvos.net](http://hr.salvos.net)).

**Q.** Can I work from home instead?

**A.** Flexible work practices are still in place and you will need to speak with your manager and HR Consultant to determine whether or not it is possible for you to work from home. For more information please refer to the 'Flexible Work Policy' located on the HR Documentation Database ([hr.salvos.net](http://hr.salvos.net)).

**Q.** Do I get a redundancy if I don't want to move?

**A.** No. An office relocation does not make your position redundant.

**Q.** My children attend school close to my current location. How am I supposed to pick them up?

**A.** We appreciate that some employees have family commitments and The Consultancy group will work through some of these issues.

**Q.** How much parking is available and how do staff get allocated a parking spot?

**A.** There is much more parking available than there is here at THQ. The Consultancy group will work through this.

**Q.** Will we receive discounted parking like here at THQ?

**A.** This is something that the Consultancy group will need to investigate further.

**Q.** How long will the move take? Is it done during work hours? Do we get a day off?

**A.** It may be a little too early to say, but we envisage that all teams will need to pack up their desks by a set date. This may be a good opportunity for everyone to start a general clean-up of their areas.

**Q.** Will there be any IT disruptions during the move?

**A.** We do not anticipate IT disruptions during the move.

We welcome any queries or comments from all staff and an email address has been set up for this purpose. HR will answer any employee related enquiry and will forward anything else onto The Consultancy group to be answered.

All enquiries can be sent to: [relocationenquiries@ae.salvationarmy.org](mailto:relocationenquiries@ae.salvationarmy.org)