

## Contract Change – Needs Of The Business

Colleagues

GMB often assist members with proposed contract changes and feel that there needs to be more awareness of the policy to ensure the process is followed correctly and fairly.

Examples of contract changes may include: -

- **Rota**
- **Contracted Hours**
- **Working Day**
- **Start / Finish Times**
- **Department**
- **Job Role/Duties**



Policy states “an existing contract can be varied only with the agreement of both the business and the colleague concerned.” If an agreement cannot be reached a formal consultation must take place. If this happens policy states that “Every proposed change must be supported by a strong business case.” And that you have the right to be represented by your GMB Shop steward.

It can sometimes be beneficial and less stressful to agree an informal change however I would always suggest seeking advice from GMB at an early stage to ensure the process is undertaken fairly.

**If you are requested to change your contract, change department, or reduce your contracted hours speak to your GMB Steward or visit [www.gmb-asda.com/support](http://www.gmb-asda.com/support) for advice.**

Regards

A handwritten signature in black ink, appearing to be "Keith Dixon".

Keith Dixon – GMB Lead Roll Officer  
GMB Hayes: 020 8573 6969

**For Assistance visit The GMB Members Support Centre**  
**[www.gmb-asda.com/support](http://www.gmb-asda.com/support)**