Shore POPC Collective Consultation – Query Process

Consultation Written Submission

E.g. I would like to suggest an alternative to the current proposal or provide feedback.

Individual submits to **Employee Representative** for discussion at collective consultation meeting (*), and forward to **POPC inbox**

Popc.queries@carnivalukgroup.com

Employee Relations submits to Reward

Employee Relations acknowledges receipt of written submission to **individual** and submits to Reward/ELT for consideration

General Consultation Question

E.g. What is the impact on my pension?
What's the deadline for my written submission?

Individual checks FAQs on the Insider

Answer not available on FAQ

Individual raises with their **Employee Representative** who collates and submits to **People Support Team**

If answer known, response provided to **individual** and FAQs updated by **People Support Team** if appropriate

If answer not known, escalate to **Employee Relations**

Employee Relations may seek further advice from HRBP/Reward

Employee Relations responds to Employee Representatives, and includes in FAQs if appropriate.

Answer available on FAQ. Query is complete

Personal Query

E.g.
Can I have a copy of my contract?

Individual emails **People Support Team**

PeopleSupport@carnivalukgroup.com

People Support Team consults with SME if required

People Support Team responds to **individual**

* Note – themes for discussion at collective consultation must be anonymised.