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Executive Summary

DR Engineering is a large engineering company that has been running for ten years. It focuses on the transportation and energy sector. The company recently secured a significant contract in Canada, which will bring in a slew of new investors from around Europe and North America. More workspace is required to meet the needs of the company and future employees. Facilities needed include staff rooms and toilets and more space for the machinery. The new location will also open up more possibilities. More personnel will allow for more products to be manufactured.

SWOT analysis has revealed that DR Engineering's strengths much outnumber its threats, suggesting that the company is on track for success. The grounds for the company's continuous success are its advanced and high-quality products. Environmental, legal, and ethical challenges obstruct progress, but this report addresses possible answers to those issues. Additionally, included in the recommendations, a summary of what steps should be included in the process to ensure a seamless relocation is listed.

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1. Introduction

DR engineering is a major engineering firm with a promising future. After more than ten years of operation, the time has come to relocate to bigger and better facilities. The expanding number of employees and popularity of the organisation necessitate more resources to support its expansion. The products may be created much faster and more efficiently with a new facility. Not only would this save money by allowing for faster product delivery, but it would also make employees' life easier by providing them with more room and better resources (Lobel, 2017). This report will outline the possible risks of business relocation along with recommended solutions.

With time, quality deteriorates. DR Engineering's present site has been open for over ten years. Many of the products it has have become obsolete. It's expensive to keep the site up and running if the building and machinery aren't up to standard anymore. Old plumbing and electrical systems are inefficient, need extensive upkeep, and are prone to failure, which may have a long-term impact on output and profit margins.

Moving to a new location is possibly a good answer for the current premise's problems, but there are many things to consider to keep customers and staff pleased. It must be in a handy place. Transportation will be challenging, and technology will be more difficult to deploy if the new site is out of town. Customers may also find it hard to go to the site when they need it. On the other hand, the inner-city premise is potentially more expensive but would be closer to many of the company's necessities.

There are numerous phases involved in preparing the business for the transformation. Firstly, providing clear information to employees and clients on what will happen within the company in the weeks and months. Collect individual perspectives from both parties and come up with answers. Well-informed people will be far more enthusiastic about impending changes and may even take steps to assist in their implementation.

2. Question One

<i>Strengths</i>	<i>Weaknesses</i>
- The engineering industry is fast-growing and attracts many investors. - Senior managers with ten years of experience have a wealth of knowledge. - An already big initial team to get the company started with extensive experience. - Staff remained loyal to the company for three years, attracting more staff to be employed. Having an already-growing team makes it easier to find employees if the company grows. - A customer who is searching for outstanding items will be attracted to specialised alloys. - The continued expansion and the awarding of two contracts demonstrate that the company is growing steadily and that there is no evidence of a negative trend. - In regions of Europe and Canada, the company has a large customer base. - Equipment formerly obtained from the Welsh government can be reused for new carbon fibre and wind turbine projects, saving money. There will be no need to purchase new equipment. - The old, small group of employees	- Long working days could cause the workers to lose focus and slow down the progress. - Contract in Canada- Canada is very competitive when it comes to engineering jobs and goods. - There is a possibility of injury at work with the site being overcrowded. - The cost of establishing a new site and hiring new employees in another country can be prohibitively expensive. - Communication will not be as effective in Canada as with the employees in the UK, where the owners can regularly visit and monitor the sites. - Transportation of goods from the UK to Canada if they aren't widely available - high time and money cost. - If the work becomes too repetitive, the workers may lose interest, increasing the possibility of human error in the production.

contracted for a large workload. After the site expands, there will be more employees decreasing the strain on the small team.	
<i>Opportunities</i> - Market potential in the area - opportunity to grow the business in this area. - The Welsh government has backed the business idea and provided funding, indicating that they believe the company has a good chance of succeeding (opportunity of more funding in the future to grow further). - There is a chance that the company will expand farther into Europe and America. - Enter a new market and customer base in Canada. - Support from the Welsh government could result in a substantial boost in revenue.	<i>Threats</i> The site is overcrowded, which poses several threats such as: - Health and safety since there might not be enough space for a certain number of employees around machinery to walk and use the equipment safely; - If there wasn't enough room for ventilation, the site could overheat; - harassment; - privacy concerns - easy to listen to other conversations and possible interpersonal relationships causing morale problems and degrading the rest of the team; - Possible legal liability - only a certain number of workers per square foot permitted in various environments; - Not enough toilets can risk the employees feeling that their safety is jeopardised and suing the company.

3. Question Two

3.1 Environmental Issues

3.1.1 Waste disposal

When a company relocates, there is no need to discard leftover furniture or equipment, and instead, it can be donated to a community centre or a charity to be used by someone else. Following the local regulations about waste disposal (Subramanian Senthilkannan Muthu, 2019, pp.95–122) can incur extra costs and fill the landfill unnecessarily. Also, when shopping for goods for the new premise, it is worth looking for second-hand to save money. Otherwise, where possible and not required long-distance or large vans, move the objects to the new location as much as possible (Safe Removals, 2020).

3.1.2 Transport

Transporting products to the new location will necessitate the use of a mode of transportation, such as a truck or a cargo boat, which will contribute to the emission of greenhouse gases (Migrator, 2012). It should be accomplished in the fewest number of trips possible, utilising the most environmentally friendly means of transportation. Employees could take public transport or walk to work, decreasing pollution (Pritchard and Fryen, 2019). The transport expenditures will reduce by relocating the premises to a near-inner-city site. Employees might also easily commute there via public transportation or on foot, decreasing pollution (Pritchard and Fryen, 2019). Employees would be less concerned about commuting costs, which would encourage them to stay with the company.

3.2 Legal Concerns

3.2.1 Employee rights

Employees at DR Engineering have legal rights when it comes to relocating the company. After signing an employment contract, employees may accept or reject relocation at any time during their employment. Usually, the contract's mobility clause includes the choice to choose. When a company closes its existing location and relocates, an employee whose job is at risk may be eligible for redundancy pay (Government Digital Service, 2012); this is a costly affair for the business. It is also possible that there will be a staffing

shortfall at the new location. Furthermore, if the company ignores this issue, it may be held accountable for unjust dismissal (Ayling, 2020).

"Redundancy is a special form of dismissal which happens when an employer needs to reduce the size of its workforce." (Ayling, 2020).

To avoid this, employees should have a reasonable number of options and ample time to decide whether to relocate or seek new employment. A business located within a short distance of public or private transportation would also be advantageous. Not only would it save money on employee transportation, but it would also discourage current employees from resigning. In addition to saving time and money, reducing the number of new hires will reduce the cost of interviews and training.

If DR Engineering fires 20 or more employees due to business relocation (within the last 90 days), the company must follow a collective consultation process (Gov.uk, 2012). For this to be successful, DR Engineering would need to consult with either staff representatives or the employees themselves.

3.2.2 Risk Assessment

Dr Engineering must address the fact that a new business site requires a thorough risk assessment. According to the Management of Health and Safety at Work Regulations 1999, the company needs to identify and, if possible, eradicate the potential causes of injury and their impact on employees. It is necessary to guide how to regulate the hazards impossible to be eliminated (Health and Safety Executive, 2019) & (Legislation.Gov.Uk, 2011). Each worker is only allowed to carry packages weighing no more than 25 kg to avoid back injuries. Employees should receive extensive training on how to transport the parcels properly (Ridley, 2008).

DR Engineering must conduct a fire assessment which must be represented and instructed to the staff. A thorough risk assessment of potential fire threats and the persons who may be affected is required, as well as the implementation of adequate emergency preparations (Government Digital Service, 2012). New smoke detectors and emergency exit signs that glow in the dark must be installed on the premises to allow for safe evacuation in the event of a power outage. At least once a week, a competent person must test the fire alarms (FPA, 2020) and check that appropriate firefighting equipment is available within the venue. The Health and Safety (First-Aid) Regulations 1981 (as amended) mandate that all employees have access

to first aid in the event of minor injuries and that there is enough to accommodate everyone (Burton, 2016).

3.2.3 GDPR

According to the Data Protection Act 2018, all personal information of DR Engineering employees must always be handled in a way that ensures appropriate security, which means that all files must be transported safely from one site to another or destroyed adequately. Before relocation, the company needs to inform the employees of how their data is managed during the move of premises and address any possible concerns (UK Government, 2018).

3.3 Ethical Concerns

3.3.1 Community relationships

While working for a company, employees will naturally build relationships. The harmony within the workplace is at risk of being broken following a relocation. Additionally, the stress can be caused by such changes because they will have to consider their financial health and family relationships on top of their preferences (Koster & Venhrost 2014). When they are unable to relocate, the uncertainty of keeping their job in a new area and looking for a new workplace can lead to substantial problems in their lives (How Corporate Relocation & Restructuring Affects Employees Video, 2014).

When introducing a business to a new community or a different city, the workforce at fire stations and police stations may have to expand to fulfil the demands. Engineers may also have to alter traffic networks if many new workers enter and exit the city (Kavanagh and Johnson, 1982).

4. Question Three

For both staff and the clientele, a change of setting can be a stressful experience. To make the transfer smoother, the employer must notify employees well in advance. Banners throughout the store could be a tiny but beneficial touch in the coming months. Not only would it serve as a reminder, but it would also allow staff to prepare for the change and keep it in mind. Reminders could also get presented on the website. Potentially, a countdown clock informing clients of any potential delays in their orders and the location of the new site.

All furniture, equipment, and heavy machinery must move when the premises are relocating. It can take a long time to load everything onto wagons. Trucks need to get arranged sooner to shorten the process. With some spare time, things will get gradually packed up in preparation for a move. All files and resources need to get thoroughly examined. Anything that will be unneeded at the new premise should get discarded or donated. It would free up space on the trucks for other items and reduce the amount of time spent unpacking the goods, making the changeover much easier and more efficient.

Employees may be apprehensive about relocating their workplace. People can be encouraged to switch to the new site by adding some enhancements. Incentives like better staff rooms or free parking could be appealing. In addition, new, more advanced machinery would make the job much easier. If the transition goes poorly and employees are not adequately informed about the new site's potential, they may miss out on opportunities, and the organisation may lose valued employees.

Purchasing a new site is expensive. Getting it ready as quickly as possible will save money because the sooner it is available for the workers to utilise, the sooner it will generate revenue. Also, after the relocation, the previous site should be sold as soon as feasible so that two sites can't be run at the same time with just a limited number of personnel. However, if the old company building takes longer to sell than projected, DR Engineering may be eligible for rate relief, which would assist with the expenditures greatly

5. Recommendations

1. Get all the legal paperwork sorted as soon as possible. Inform the appropriate authorities such as HMRC of the move so that complications with taxes don't occur after the relocation.
2. To avoid running out of time, begin arranging for the relocation as soon as possible. Prepare the necessary transport for the relocation e.g. trucks, cargo boats, wagons. Different providers have different quotes when it comes to relocating and gathering quotes would help choosing the cheapest and most efficient alternative. Prepare a list of what will have to be bought and what can be thrown away prior to the move.
3. Pack ahead of time. To avoid misunderstanding, all office files should be carefully placed in designated boxes, and provisions should be made to disjoin the machinery for safe transportation.
4. Individual meetings with the workers should be held as much as possible to motivate them and address any problems they may have. Organize tours to the new location to assist in visualising the company's objectives.
5. Make the company future-proof. The current location has been operational for ten years, and it would be advantageous if the new one could continue for another ten.

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