

GRI 402: Labor Management Relations - Topic Standard - Cross-sectoral
Disclosure GRI 402-1

Minimum notice periods regarding operational changes

Framework: GRI Standards

Type: Quantitative metrics

Regime: Voluntary

Effective: 2018-07-01

ESRS: ESRS S1 Own Workforce

Datapoints & assurance

Datapoint	What to capture	Owner	Risk an assurer probes	Evidence to check
Employee notice lead time	The shortest usual number of weeks between telling employees about a major operational change and putting that change into effect, using the organisation's normal practice for employee notice.	HR / Employee Relations	The figure is taken from a policy target rather than the actual notice practice, so it does not reconcile to the change-management or HR records used for employees.	Change-management notices, HR policy, consultation timetable, internal approval papers, or employee communications showing the lead time used.
Representative notice lead time	The shortest usual number of weeks between telling worker representatives about a major operational change and implementing it, using the organisation's normal practice for representative notice.	HR / Employee Relations	The number is copied from employee notice timing or a generic policy, so it does not reconcile to the representative consultation trail.	Consultation letters, union or works council correspondence, meeting schedules, HR policy, or change-management records showing the lead time used for representatives.
Agreement notice terms	Whether existing collective bargaining agreements set out the notice timing and the consultation or negotiation steps that apply when such agreements are in place.	Legal / Employee Relations	The answer is based on a general policy instead of the actual collective agreement text, so the category does not match the contract terms in force.	Signed collective agreements, legal review notes, labour-relations files, or contract summaries showing the relevant clauses and whether they cover notice and consultation/negotiation.

How to prepare

- 1 Set the reporting boundary first:** identify which significant operational changes are in scope because they could materially affect staff, and separate the employee population from the worker representatives you will report on.
- 2 Define the notice measure you will use for each group:** decide how you will calculate the smallest number of weeks normally given before the change takes effect, and keep the method consistent across cases.
- 3 Gather source records that show the timing:** use internal notices, consultation papers, meeting records, and any other dated evidence that lets you verify when people were informed and what was communicated.
- 4 Check whether any collective bargaining arrangements set the notice and the consultation or negotiation process;** if they do, capture that as a yes/no item and keep the agreement text or extract that supports the answer.
- 5 Compile the disclosure in the required format:** provide the weeks figure for employees and for representatives, and add a short narrative where needed to explain the approach used to identify the minimum period.
- 6 Record any exclusions, special cases, or changes in method,** then compare the final output with the official source and your evidence pack to confirm the figures and wording are aligned.

This LRA assistance tool is designed for educational and internal data-collection purposes. It is not an official interpretation of the GRI Standards, IFRS Sustainability Disclosure Standards or EU CSRD/ESRS requirements. When applying these frameworks in professional practice, users should consult and double-check the official standards, guidance and applicable regulatory sources.

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