

# Resignation and Termination

This termination and resignation guidelines policy outlines the rules and procedures for the termination of employees or the voluntary resignation of employees. The purpose of is to ensure that the process is fair, consistent and transparent for all parties involved. The reserves the right to modify the procedures as necessary.

## 1. Resignation:

- Employees who wish to resign must provide notice period stated in their Service Appointment.
- The notice must be in writing to their supervisor or human resources department.
- The resignation notice should include the reason for leaving, the last day of work, and any other relevant information.
- The Company reserves the right to accept or reject a resignation, and may require the employee to work through the notice period if deemed necessary.
- The employee's final pay check will include all wages and benefits earned up to and including the last day of employment.

## 2. Termination:

- The decision to terminate an employee will be made in accordance with the Company's disciplinary policies.
- The employee will be informed of the reason(s) for their termination and the effective date of termination.
- The employee's final pay check will include all wages and benefits earned up to and including the last day of employment.
- The Company will comply will all applicable laws and regulations regarding the termination of employees, including providing notice where required.

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## 3. Return of company Property:

- Upon termination or resignation, the employee must return all company's property, including but not limited to keys, access cards, laptops, mobile devices, and other equipment.
- Failure to return company's property may result in the withholding of the employee's final pay check or legal action.

## 4. Confidentiality and Non-Disclosure:

- Upon termination or resignation, employees are required to maintain the confidentiality of any proprietary or confidential information obtained during their employment.
- The employee must return all confidential information and any copies thereof to the Company upon termination or resignation.
- Violation of this policy may result in legal action and/or termination of employment.