



**Title:** Separation of Employment Policy

## **Procedures & Forms**

HR Policies and Procedures

## **Effective Date:**

This version supersedes all previous policy and practices related to Separation of Employment Policy. This policy is effective 1<sup>st</sup> February 2014

## **Background**

KOJ Group LLC understands that separation of employment is inevitable at some point in everyone's career in the group. The official termination date is your last active working day. The last active working day and the last day for which you are paid may not necessarily be the same. This situation occurs when you terminate on the last working day of the month, but the month ends on a weekend. Unused vacation days and/or unpaid compensatory time are not used to extend employment dates. When the two dates are not the same, the later will be considered. In all cases, the forms must be completed.

## **Scope**

All employees under the umbrella of the "Group" are governed by this policy.

## **Policy and Procedure**

Termination / Separation from employment may occur in the following circumstances:

- Dismissal or Redundancy
- Resignation
- Retirement

In all cases:

All company property must be returned, no later than the last day worked, to the store manager or the Line Manager. The property may include but not be limited to uniforms, supplies, keys, medical insurance cards, manuals, name badges or identification cards, all company equipment including but not limited to laptop or cameras

Accrued sick pay is not a form of compensation and is not paid at the time of termination.

Terminated employees are eligible to receive earned vacation and earned unused holiday time

Exit interviews should be conducted by HR Department under all circumstances, on the last day of service, signed by the employee and interviewer.

In addition, the procedure will be:

- 1) The line manager agrees and informs HR Of the last day of work
- 2) The HRD will then advise Compensation and Benefits Associate / Payroll Administrator on last working day as well as to Legal for cancellation of visa and work permit, Recruitment to find replacement if required.
- 3) Comp and Ben. Associate confirms the number of accrued leave days, original offer letter and any consequent increments to the Accounts department for End of Service Calculations. This is confirmed by both and then held by Accounts awaiting the Release letter.
- 4) Cheque is available after 7 working days from termination date.

- 5) The clearance form is completed and returned to HRD For the issue of Release Form
- 6) Release form is signed off by both the line manager and HRD.
- 7) The cheque can now be collected by employee. However if an employee has outstanding loan with the bank EOS check will be deposited to employees bank account number only. Under NO CIRCUMSTANCES, Shall finance release the cheque without the Release Form.

### **Dismissal**

Employees' contract can be terminated under the following circumstances:

1. If found to be guilty by a court of law of any criminal actions involving misconduct in his employment or any offence that carries an imprisonment term.
2. If found consistently negligent in his duties and has not rehabilitated his conduct after fair warnings, which are documented
3. If the employee has given false statement or documents testifying ability or medical state knowingly.
4. Changes in the department's objectives and requirements.

### **Resignation**

Employees' can also submit a resignation if they feel they are dissatisfied with their job conditions or have a better offer. We will not stand in their way to development, but support them in any way we can.

If still under probation, you need to give a one week notice.

If probation period is over, you need to give a 30 day notice, depending on your position; it is up to management to release you.

Prior to leaving one needs to fill up an exit interview, which will enable us know why our employees leave us to improve or even detect emerging patterns.

### **Retirement**

Employees' over 60 years of age they may need to retire as per the local law.

Notwithstanding, the following will be the procedure that we will follow:

Clear with Accounting Department and then the papers will be forwarded to the Government Relations Officer, in which case, depending on the visa ownership, a ticket home will be given.

### **Maintenance and amendment of the policy**

As with all Group policies (the "Group") may amend this policy at its discretion at any time.