



## GlowLogix Employee Resignation and Termination Policy

In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

### Progressive discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity. These steps are:

1. Verbal warning
2. Informal meeting with supervisor
3. Formal reprimand
4. Formal disciplinary meeting
5. Penalties
6. Termination

Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. breach of our attendance policy) will trigger Step 1. More severe violations (e.g. abusive language) will trigger step 5.

If you manage employees, inform them when you launch a progressive discipline process. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member know and ask HR to help you explain our full procedure.



Managers may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But, we are always obliged to act fairly.

Keep in mind that our company isn't obliged to follow the steps of our progressive discipline process but we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

## Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if you don't come to work for **Five** consecutive days without notice.

You are obliged to give us advance notice before resigning. For efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least one month notice. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

If you hold a highly specialized or executive position, we ask that you give us at least **three months' notice**. Besides, you are required to complete all your on-going projects/tasks as well as train some resource as a replacement in the notification period.

We want you to submit a written and signed notice of resignation. We will reply with an acceptance of resignation letter within **two days**. HR will inform your manager that you are resigning if you haven't already done so. Whether you want to announce your resignation to your team is up to you, but we encourage you to be open.



## Bound by Contract

If you have signed a contract then you are bound to remain with us for the duration, you have agreed upon in your contract. If you resign before that period, you may not ask for any work evidence from us.

## Forced resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.
- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).

## Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act respectfully.

We may terminate an employee either for cause or without cause, but we assure you that it would be on justified reasons.

**For cause termination** is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts our workplace (e.g. harasses colleagues), does freelancing during office timing, performs below acceptable standards or causes damage or financial loss to our company.



**Without cause termination** refers to redundancies or layoffs that may be necessary if we cease some of our operations. We will follow rules regarding notice and payouts. We will offer severance pay to eligible employees. We may also help employees who were terminated without cause to find work elsewhere, if possible.

If you manage team members, avoid wrongful dismissal. When you terminate an employee for cause, we expect you to be certain you made the right choice and keep accurate performance and/or disciplinary records to support your decision.

## References

When we terminate employees, we may provide references for those who leave in good standing. This means that employees shouldn't have been terminated for cause. If you are laid off, you may receive references. Please ask your manager.

***If you resign, you may ask for references and your manager has a right to oblige or refuse.***

## Exit meeting

Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with GlowLogix. Employees who fail to return any company property, including keys, credit cards, tools, cellular phones, laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of the Company.



## **Eligibility for rehire**

Employees who resign in good standing under this policy and whose documented performance is above average under the organization's performance management system will be eligible for reemployment. Former employees who apply for reemployment will be treated as new employees.