

1.0 Purpose

The purpose of this procedure is to ensure that termination of employment by either party are carried out in compliance with employment contracts and local legislation related to terminations, redundancies, and dismissals.

2.0 Responsibility

The HR Manager is responsible for ensuring the procedures that follow are effectively implemented and maintained.

3.0 Procedures

3.1 Dismissal

With the exception of disciplinary cases, the company or the employee may terminate employment with the company as stated below:

- By giving two (2) weeks' notice in writing.
- By giving one (1) months' notice in writing – Managers.

The rules above apply unless otherwise stated in an employee's contract of employment. NCPL may opt to make payment in lieu of notice in either case if the situation warrants. Termination pay shall be as stated in line item 3.2 below.

3.2 Entitlements upon Dismissal

Note: Entitlements are not applicable in the case of dismissal for a summary offence.

Any dismissal within NCPL will comply with the laws of The Commonwealth of The Bahamas.

Upon termination of employment, all employees are entitled to:

- Notice of dismissal or pay in lieu of notice, and termination pay, in accordance with Section 29 of the Employment Act.
- Payment of accrued salary, if any.
- Payment in lieu of accrued vacation, if any.

Employees who have been employed for six (6) months or more, but less than twelve (12) months receive the following at termination:

- One week's notice or one week's basic pay in lieu of notice.
- One week's basic pay (or the appropriate proration) for the said period between six (6) months and twelve (12) months.

Employees who have been employed for twelve (12) months or more:

- Two weeks' notice or two weeks' basic pay in lieu of notice.
- Two weeks' basic pay (or the appropriate proration) for each year up to a maximum of twenty-four (24) weeks' pay.

3.3 Deductions from Entitlement

Upon termination, the company will deduct any amount owed to NCPL from the final paycheck.

4.0 Retirement

Retirement age is seventy (70) years. However, optional early retirement may occur at age sixty (60) years, either by way of company or the employee.

Re-employment of a retired employee is at the Executive Team's discretion. This re-employment is dependent upon the needs of the company, in addition to other considerations.

Any retirement pay will be in compliance with applicable policies of NCPL.

5.0 Redundancy

Should a position be made redundant within NCPL, redundancy payment will be made in accordance with the Laws of The Commonwealth of The Bahamas.

6.0 Exit Interview

NCPL believes that the knowledge of why an employee decides to leave the company can provide the company with valuable information. When an employee resigns Human Resources Department, will conduct an exit interview when practicable.

When an employee resigns, the Manager should contact the Human Resources Department. The Human Resources Department representative will arrange an exit interview with the employee. All information received from the interview is expected to be noted in the employee's confidential personnel folder.

During this interview, Human Resources Department will try to find out the reason for resignation (advancement opportunity, more money, etc.).

When a Manager resigns, the departing employee is requested to complete an "Exit Interview Questionnaire". This is to be completed prior to the interview meeting. The Human Resources Administrator is to review the comments made by the employee on the Exit Questionnaire with the employee present.

It is important to obtain as much information as possible when an employee has indicated dissatisfaction with any aspect of his or her job or an area of the company and its management or policy as these details can be used towards the improvement of the company.

If the interviewer feels that additional information is needed, he or she will then interview the resigning employee's Manager, who will also be required to fill out a questionnaire concerning his subordinate.

All interviews and answers provided will remain confidential and while the content may be used to assist the company. No information will be attributed to any particular source.

7.0 Forms

- Exit Interview Questionnaire. HR-008.