Employee Termination

Purpose:

The purpose of this SOP is to establish clear guidelines for the termination of an employee's employment. By outlining specific steps to be followed, the SOP ensures that the termination process is carried out efficiently, with respect for the employee, and in alignment with company policies and procedures. For questions regarding Elven Enterprises employee termination policy please call 1-800-353-5433 (1-800-ELF-LIFE) for more information or support.

Scope:

This SOP applies to all employees, supervisors, managers, and HR personnel involved in the termination process within FrodoTech.
Responsibilities:
The following individuals are responsible for the successful implementation of this SOP:
1. Human Resources:
    ○ Start and oversee the termination process.
    ○ Handle exit interviews and paperwork.
    ○ Keep record of the termination.
2. Managers/Supervisors:
    ○ Advice HR when someone needs to be let go.
    ○ Help with paperwork and discussions if needed.
    ○ Help with employee transition out.
3. IT:
    ○ Block access to company systems.
    ○ Collect company devices and keep data secure.
4. Employees Leaving:
    ○ Follow termination process
    ○ Return company stuff

Prerequisites:

The information, resources, permissions, etc. required to execute this procedure.
1. Updated Documentation: Ensure all necessary documents are prepared and accessible.
2. Clear Communication: Establish communication between departments involved in the termination process.
3. Training: Provide training on conducting termination meetings and handling paperwork.
4. Confidentiality Measures: Implement procedures to maintain the confidentiality of termination-related information.

Procedure:

1. Initiation:
   - HR or the supervisor initiates the termination process by notifying HR.
2. Document Review:
   - HR reviews and gathers all necessary documents related to the termination.
3. Communication:
   - HR communicates with relevant departments involved in the termination process to ensure coordination and compliance.
4. Training:
   - Provide training to those involved in conducting termination meetings and handling paperwork.
5. Termination Meeting:
   - HR schedules and conducts the termination meeting with the employee.
6. Paperwork:
   - Complete all necessary paperwork, including termination letters and final payments.
7. IT and Facilities:
   - The IT department disables the employee's access to company systems, and facilities management retrieves company property.
8. Confidentiality:
   - Implement procedures to maintain the confidentiality of termination-related information.
9. Documentation:
   - Document all steps taken during the termination process for record-keeping and compliance purposes.

Definitions:

1. Employee Termination: The process of ending an employee's employment within an organization, which may occur voluntarily or involuntarily.
2. HR: Human Resources department responsible for managing employee-related matters with an organization.
3. IT: Information Technology department responsible for managing and maintaining computer systems, networks, and digital infrastructure.
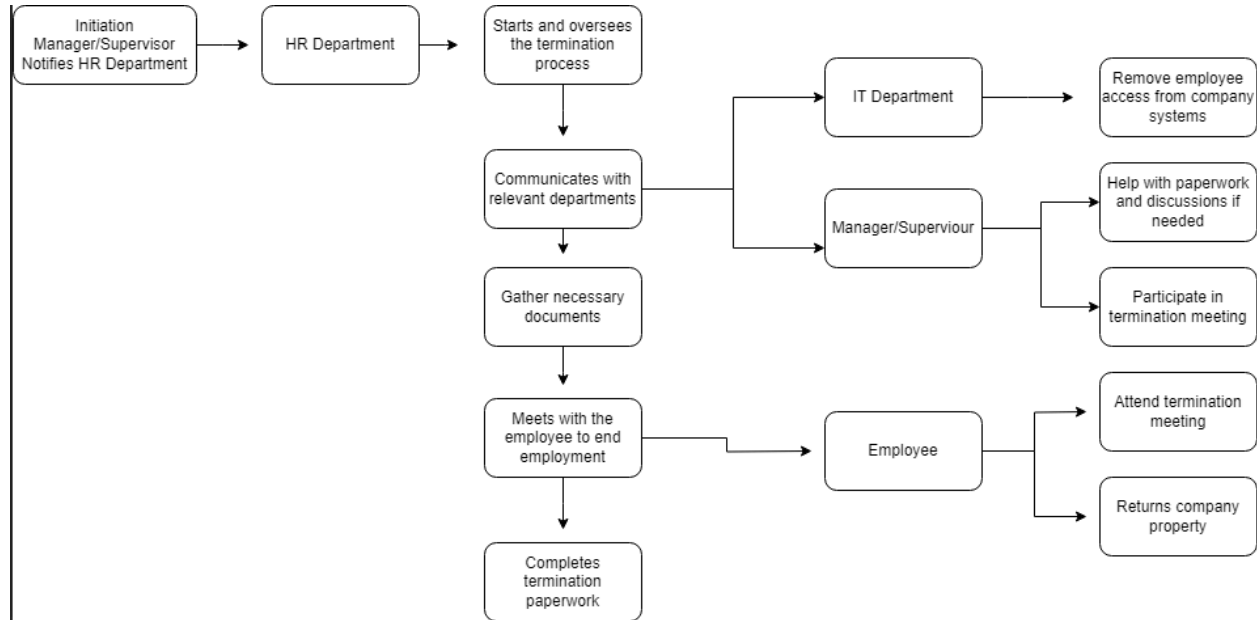
Revision History:

Date	Employee	Change
04/15/2024	Omar Ardid	"SOP: Employee Termination"