

离职流程

Exit Procedure

RCCAC-HRS-P-004

REV: 1.0

审签页 Signature Page

	姓名/职务 Print Name / Role	签字 Signature	日期 Date
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修订历史 Revision History

[illegible]

1. 目的 Purpose

规范公司员工离职的流程

To standardize the process of employee separation from Company services.

2. 适用范围 Scope

适用于中电科柯林斯航空电子有限公司全体员工。

It is applied to all the employees of Rockwell Collins CETC Avionics Co., Ltd.

3. 流程 Procedure

本规定所指“离职”，是指任何由员工或公司主导产生的离职，包括辞职、解聘、合同期满、退休或劳动法及员工手册中规定的其他原因而终止。

“Separation from services” refers to any separation initiated by Employee or Company, including resignation, employment termination, expiration of employment contract, retirement and termination due to other reasons stipulated in local labor law and Employee Handbook.

3.1 离职 Separation from Services

任何一方若欲与对方解除合同，均需以书面形式提前通知。若通知期限不足相关法规或劳动合同规定的日数，则以薪金代替。

Either party shall provide written notice to the other party in advance in the case of termination of the employment. If the notice period is less than the required days stipulated by law or the Employment Contract, the salary in lieu shall be compensated to the other party.

* 试用期内：双方可提前三天向对方提出解除合同；

Within probationary period, either party could terminate the contract with 3 days' notice in advance.

* 合同期内：根据合同条款，双方需根据劳动合同中一致同意的终止日期，提前一个月书面通知对方，法律另有规定的除外。

After probationary but within the duration of the contract, the party who wants to terminate the employment contract, should provide the written notice to the other party at least one month prior to the proposed termination date according to the agreement in the employment contract, unless otherwise required by law.

* 合同期满：由人事行政部协同部门经理对员工表现及能力进行评估，双方决定合同续签或终止。

When the contract expired, HRA and department manager should evaluate the employee's performance and competence to decide whether renew the contract or

to terminate the employment.

3.1.1 员工提出离职 Resignation

员工填写《辞职申请表》提出离职申请，由其直线经理及/或人事行政经理与其进行一次离职面谈（关于离职原因，对公司的意见及建议等）；离职申请需取得部门经理、人事行政部及公司管理层的签字确认；并按公司规定办理各项离职手续。

Employee resigns by filling out the *Resignation Application Form*. The Line Manager and/or HRA Manager shall conduct an exit interview with the employee to understand the reason and the employee's comments/suggestions to the company. The resignation shall be signed and confirmed by Department Manager, HRA and senior management. Then the employee could proceed the exit process according to the company regulations.

3.1.2 公司解除劳动合同 Company Terminates Employment

在法律规定及劳动合同约定的一些情形下，公司可解除劳动合同：1）立即解除不另行通知或支付经济补偿金；2）在通知期限内，事先书面通知员工劳动合同终止的时间或通过支付代通知金解除劳动合同。

Under certain circumstances as stipulated by law or the Employment Contract, the Company may terminate the employment with an employee (1) immediately without notice or payment in lieu, or (2) by giving prior written notice in the notice period applicable to the employee at the time of termination, or by making a payment in lieu of notice.

3.1.3 合同期满 Expiration of Employment Contract

公司至少提前两个月准备《合同续签建议书》或《合同终止通知书》，经员工签字确认。如有其它相关经济补偿金按有关法律规定执行。

Company shall prepare the *Contract Renewal Proposal* or *Contract Termination Notice/Agreement* at least two (2) month prior to the last day of the term of the employee's employment contract which shall be signed for confirmation by the employee. Any economic compensation concerned will be paid according to legal requirements.

3.2 工作移交 Work Transition

由直线经理或其指定的代表与员工本人进行工作移交，并填写《员工离职清单》，双方签字后交人事行政部存档。如因拒绝进行工作移交而导致的无法及时办理退工、社保转移等问题，由员工本人承担。

The work transition shall be conducted between the Line Manager (or his/her appointed representative) and the employee. The *Work Employee Check-out List* shall be prepared properly and submitted to HRA Department for filing after duly signed. The consequence of delaying the exit administrative process (e.g. issuing termination certification, transfer social insurance, etc.) shall be borne by the employee, if he/she refuses to conduct work transition.

3.3 离职体检 Exit Physical Examination

根据岗位需求,由人事行政部安排离职体检;如员工拒绝进行离职体检而导致的无法及时办理退工、社保转移等问题,由员工本人承担。

HRA department will arrange exit physical examination by positions accordingly. The consequence of delaying the exit administrative process (e.g. issuing termination certification, transfer social insurance, etc.) shall be borne by the employee, if he/she refuses to take the physical examination.

3.4 最后工作日 Last Working Day

在最后工作日,员工必须完成各项物品的移交、按规定完成各项离职手续的办理,并将完成后的离职手续清单交至人事行政部存档。如未归还公司指定资产的,公司有权在员工工资中扣除相应金额。

By the last working day, the employee shall make sure he/she has returned all the company properties and finished the work transition properly, and submit the duly signed Exit Check List to HRA for filing. Company reserves the right to deduct the reasonable amount from Employee's last payment if there is any unreturned company assets.

上述公司资产包括该员工在工作过程中掌握、保管、控制的关于公司及其子公司员工、供应商、销售商、顾客或客户信息的文档及其他材料,包括但不限于保密信息、客户或供应商清单、通信、电子设备、计算机软件或硬件、员工卡及用于公司运作及关联方联系的其他资产,以及属于本公司的通信、其他文档、文件、记录及财产的标题和版权等。

The aforesaid company assets include all documents and other materials concerning the Company and its affiliates or their respective employees, suppliers, vendors, customers or clients, which may have been prepared by the employee or have come into the employee's possession, custody or control in the course of the employment including, without limitation, confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff ID card and other property used in connection with the operations of the Company or its affiliates. Title and copyright in such correspondence and other documents, papers, records and property is vested in the Company.

4. 本规定自 2015 年 12 月 21 日起生效,由人事行政部负责解释。公司有权在认为适当时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致,以中文为准。

This regulation shall take effect from Dec 21st, 2015 and be explained by HRA department. Company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.

5. 附件 Annex

- A. 《辞职申请表》 Resignation Form
- B. 《合同续签建议书》 Recommendation of Contract Renewal
- C. 《合同终止通知书》 Contract Termination Notice
- D. 《员工离职清单》 Employee Check-out List