

## 1. Termination & Exit Policy

**Company:** NMT

**Version:** 2025-01

**Region:** Global (EN)

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## 2. Purpose and Scope

The purpose of this Termination & Exit Policy is to outline the procedures and guidelines governing the termination of employment at NMT. This policy applies to all employees across all regions and aims to ensure a fair, transparent, and respectful process for both employees and the organization. It covers various forms of termination, including voluntary resignations, retirements, redundancies, dismissals, and mutual agreements.

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## 3. Definitions

- **Voluntary Resignation:** The act of an employee choosing to leave the company of their own accord.
  - **Retirement:** Voluntary departure from the workforce, typically upon reaching a certain age or after a designated period of service.
  - **Redundancy:** Termination due to the position being no longer needed as a result of organizational changes or economic conditions.
  - **Dismissal:** Termination initiated by the employer for reasons related to performance or behavior.
  - **Termination for Cause:** Dismissal due to serious misconduct or failure to meet job expectations.
  - **Mutual Agreement:** When both the employer and employee agree to end the employment relationship under specific terms.
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## 4. Guiding Principles

### 4.1 Fairness

All terminations will be conducted fairly and without bias.

### 4.2 Compliance

All termination-related actions will comply with applicable local laws and regulations.

### 4.3 Dignity

Employees will be treated with respect throughout the termination process.

### 4.4 Documentation

All decisions and communications will be documented to ensure clarity and accountability.

#### **4.5 Transparency**

Clear communication will be maintained regarding reasons for termination.

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### **5. Notice Periods**

- **Standard Durations:** Employees are generally required to provide a notice period of two weeks to one month, depending on their role and tenure.
  - **Regional Variations:** Notice periods may vary by region; local laws will apply.
  - **Waivers:** Notice periods may be waived by mutual agreement.
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### **6. Resignation Workflow**

1. Employee submits written resignation to their immediate supervisor.
  2. HR acknowledges the resignation and confirms the last working day.
  3. HR schedules an exit interview to gather feedback.
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### **7. Termination Initiated by Employer**

#### **7.1 Redundancy**

- Employees will be informed of redundancy situations and given options, including potential redeployment.

#### **7.2 Performance**

- Employees will receive performance feedback and support before termination is considered.

#### **7.3 Misconduct**

- Investigations will be conducted to ensure fair treatment before any dismissal for misconduct.

#### **7.4 Business Restructuring**

- Employees affected by restructuring will be notified and provided with transition options.
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### **8. Role of HR and Line Managers**

#### **8.1 HR**

- Oversee the termination process.
- Ensure compliance with policies.
- Conduct exit interviews.

## **8.2 Line Managers**

- Communicate performance issues or organizational changes.
  - Support employees through the transition process.
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## **9. Exit Interview Process**

### **9.1 Objectives**

- Gather feedback on the employee experience.
- Identify areas for improvement in workplace culture and processes.

### **9.2 Questions**

- What prompted your decision to leave?
- Were your job expectations met?
- What could have been done differently?

### **9.3 Confidentiality**

- All information shared during exit interviews is confidential.

### **9.4 Reporting Insights**

- HR will compile insights to inform organizational improvements.
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## **10. Return of Company Property**

- Employees must return laptops, phones, access cards, and other company property before their last working day.
  - Access to company systems will be revoked on the last day.
  - IT offboarding will be conducted to ensure data security.
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## **11. Final Pay and Benefits**

- Employees will receive their final paycheck, including accrued leave, on the next scheduled pay date.
  - HR will inform employees about continuation or termination of benefits.
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## **12. References and Employment Certificates**

- Employees may request reference letters or employment certificates, which will be provided upon request.
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## **13. Special Cases**

- **Probationary Employees:** Different notice periods may apply.
  - **Executives:** Termination may involve additional considerations and agreements.
  - **Cross-Border Contracts:** Local laws will dictate the termination process.
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## **14. Post-Termination Restrictions**

- Employees must adhere to non-disclosure, non-compete, and conflict-of-interest obligations after leaving the organization.
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## **15. Grievance Escalation Process**

- Employees who feel their termination was unjust may escalate their grievance to HR or higher management.
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## **16. Documentation and Record-Keeping**

- All termination-related documentation will be maintained according to legal requirements and company policy.
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## **17. Policy Governance and Review**

- This policy will be reviewed annually to ensure compliance and relevance.
  - Changes will be communicated to all employees.
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## **18. Case Studies**

### **18.1 Case Study 1: Voluntary Resignation**

An employee in marketing resigned for personal reasons. HR conducted an exit interview and collected useful feedback. The employee returned all company property and received a positive reference.

### **18.2 Case Study 2: Redundancy**

Due to restructuring, several finance roles were made redundant. Affected employees were offered redeployment and severance packages. HR conducted individual meetings for support.

### **18.3 Case Study 3: Dismissal for Misconduct**

An employee was dismissed for repeated policy violations. HR conducted a thorough investigation and documented all steps before issuing the final decision.

### **18.4 Case Study 4: Executive Exit**

An executive resigned for personal reasons. HR coordinated the transition, including knowledge transfer and communication.

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## **19. Sample Resignation Letter**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

NMT

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at NMT, effective [Last Working Day].

Thank you for the opportunities for personal and professional development during my time here.

Sincerely,

[Your Name]

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## **20. Sample Exit Interview Form**

- Reason for leaving
  - Job satisfaction level
  - Suggestions for improvement
  - Comments on management
  - Feedback on company culture
  - Willingness to recommend the company
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## **21. Extended FAQ**

### **1. What should I do if I want to resign?**

- Submit a written resignation to your manager.

2. **How much notice do I need to give?**
    - Typically two weeks to one month.
  3. **What happens during an exit interview?**
    - You will discuss your experience and provide feedback.
  4. **When will I receive my final paycheck?**
    - On the next scheduled pay date.
  5. **Can I request a reference?**
    - Yes, HR can provide one.
  6. **What if I feel my termination was unfair?**
    - You may escalate your grievance to HR.
  7. **What happens to my benefits?**
    - HR will explain continuation or termination details.
  8. **Do I need to return company property?**
    - Yes, all company property must be returned.
  9. **What are my post-termination obligations?**
    - Non-disclosure and other agreed restrictions must be followed.
  10. **How is the policy enforced?**
    - HR manages compliance and documentation.
  11. **What if I have a cross-border contract?**
    - Local laws will govern your termination process.
  12. **How often is this policy reviewed?**
    - Annually.
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## **22. Appendix: Global Benchmarks and Key Risks**

- **Benchmarks:** Companies with clear termination policies report higher satisfaction and lower turnover.
- **Key Risks:** Failure to follow this policy may result in legal issues, reputational damage, and decreased morale.