

Termination & Exit Policy

Company: NMT

Version: 2025-01

Region: Global (EN)

Effective Date: 07 December 2025

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1. Purpose and Scope

The Termination & Exit Policy outlines the processes, responsibilities, and guidelines associated with ending employment at NMT. It ensures that all terminations—whether voluntary or employer-initiated—are handled fairly, transparently, respectfully, and in compliance with applicable local and international laws.

This policy applies to all NMT employees across all regions, including full-time, part-time, temporary staff, and long-term contractors. It covers voluntary resignations, retirements, redundancies, dismissals, terminations for cause, and mutual separation agreements.

2. Definitions

Voluntary Resignation

An employee-initiated decision to leave the organization.

Retirement

Departure from the workforce upon reaching retirement eligibility or completing required years of service.

Redundancy

Termination due to the role no longer being required because of restructuring, operational adjustments, or economic conditions.

Dismissal

Employer-initiated termination resulting from performance issues, behavioral concerns, or policy violations.

Termination for Cause

Immediate termination resulting from serious misconduct, ethical breaches, or significant policy violations.

Mutual Agreement

Voluntary separation agreed upon by both the employee and NMT under mutually acceptable terms.

3. Guiding Principles

3.1 Fairness

All termination decisions will be conducted objectively and free from bias.

3.2 Compliance

Termination procedures must align with local labor regulations, internal policies, and contractual obligations.

3.3 Dignity

Employees will be treated respectfully throughout the exit process.

3.4 Documentation

All decisions, communications, and actions related to termination must be documented to ensure accountability and clarity.

3.5 Transparency

Employees will be informed of the reasons for termination and the procedural steps involved.

4. Notice Periods

- **Standard Notice:** Typically ranges from **two weeks to one month**, depending on role, regional laws, and employment agreements.
 - **Regional Variations:** Local statutory requirements will supersede standard notice periods.
 - **Waivers:** Notice periods may be waived by mutual agreement or in specific business situations.
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5. Resignation Workflow

1. Employee submits a **written resignation** to their immediate supervisor.
 2. HR acknowledges receipt and confirms the employee's last working day.
 3. HR schedules and conducts an **exit interview** to gather feedback.
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6. Termination Initiated by Employer

6.1 Redundancy

- Employees will receive notice of redundancy situations with clear explanations.
- Redeployment, severance packages, or transition assistance may be offered depending on local regulations and company policy.

6.2 Performance-Based Termination

- Managers must demonstrate that the employee received constructive performance feedback and opportunities to improve.
- A documented Performance Improvement Plan (PIP) is typically required before proceeding.

6.3 Misconduct

- HR will conduct a formal investigation into alleged misconduct.
- Termination for cause may occur immediately following investigation outcomes.

6.4 Business Restructuring

- Employees affected by structural changes will be informed promptly and provided guidance on next steps.
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7. Role of HR and Line Managers

7.1 Human Resources

- Coordinate the termination process, ensuring compliance and documentation.
- Conduct exit interviews and provide employees with relevant offboarding information.
- Monitor adherence to legal and policy requirements.

7.2 Line Managers

- Communicate performance issues, restructuring updates, or termination decisions.
 - Support employees throughout the transition and ensure proper handover of responsibilities.
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8. Exit Interview Process

8.1 Objectives

- Collect insights regarding the employee experience.
- Identify opportunities for organizational, cultural, or operational improvements.

8.2 Sample Questions

- What prompted your decision to leave?
- Were expectations and responsibilities clearly communicated?
- What improvements would you suggest?

8.3 Confidentiality

Exit interview content is confidential and used solely to improve organizational practices.

8.4 Reporting Insights

HR compiles exit data into a quarterly report to identify trends and propose improvements.

9. Return of Company Property

Employees must return all company-owned items, including laptops, mobile devices, access cards, identification badges, and any confidential materials.

Access to company systems will be revoked on or before the employee's last working day. IT offboarding includes removal of system access, email deactivation, and secure data retrieval.

10. Final Pay and Benefits

- Final pay will be processed on the next scheduled payroll date and will include accrued but unused paid leave where applicable.
 - HR will communicate options for benefits continuation, termination, or rollover depending on local laws and policies.
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11. References and Employment Certificates

Employees may request reference letters or employment certificates. HR will prepare official documentation that reflects accurate employment dates and job titles.

12. Special Cases

12.1 Probationary Employees

Different notice periods may apply. Termination during probation may occur for performance or cultural misalignment.

12.2 Executives

Executive contracts may include special terms related to severance, notice periods, and transition support.

12.3 Cross-Border Employment Contracts

Local labor laws in each region govern termination processes, severance requirements, and notice obligations.

13. Post-Termination Restrictions

Employees must continue to comply with applicable non-disclosure agreements, non-compete clauses, intellectual property rules, and conflict-of-interest restrictions after their employment ends.

14. Grievance Escalation Process

Employees who believe their termination was unjust may escalate concerns to HR or senior leadership. Complaints will be reviewed objectively, and outcomes will be communicated in writing.

15. Documentation and Record-Keeping

All termination-related documents—including resignation letters, investigation reports, decision records, and exit interviews—will be securely stored for the legally required duration in accordance with NMT's data retention policies.

16. Policy Governance and Review

This policy will be reviewed annually to ensure legal compliance, consistency across global operations, and relevance to organizational needs. Updates will be communicated to all employees.

17. Case Studies

17.1 Case Study: Voluntary Resignation

A marketing employee resigns for personal reasons. HR conducts an exit interview, the employee returns all company assets, and a reference letter is provided upon request.

17.2 Case Study: Redundancy

Finance roles are eliminated due to restructuring. Impacted employees are offered redeployment options or severance support, and HR conducts individual transition meetings.

17.3 Case Study: Misconduct Dismissal

Following repeated policy violations, an employee is dismissed after a formal investigation confirms misconduct.

17.4 Case Study: Executive Exit

An executive resigns. HR coordinates the transition, including knowledge handover and communication to key stakeholders.

18. 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 growth during my tenure.

Sincerely,

[Your Name]

19. Sample Exit Interview Form

- Reason for leaving
 - Job satisfaction level
 - Suggestions for improvement
 - Comments on management
 - Feedback on company culture
 - Willingness to recommend NMT
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20. Appendix: Global Benchmarks and Key Risks

Benchmarks:

- Organizations with structured termination processes demonstrate higher compliance, reduced litigation risk, and improved employee trust.

Key Risks:

- Failure to follow documented procedures can lead to legal challenges, reputational harm, operational disruptions, and compromised data security.
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This Termination & Exit Policy reinforces NMT's commitment to a fair, consistent, and respectful offboarding experience, maintaining organizational integrity while supporting employees through their transition.