pAI

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Policy Title: Employee Exit, Termination & Exit Interview Policy

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9. Purpose

This policy outlines the procedures for the orderly and respectful separation of employment from pAI, whether initiated by the employee or the company. Its purpose is to ensure a smooth transition, protect company assets and confidential information, comply with all legal requirements, and gather valuable feedback through exit interviews to support continuous improvement.

1. Scope

This policy applies to all pAI employees (full-time, part-time, permanent, and temporary) globally, regardless of the reason for separation. It covers voluntary resignations, involuntary terminations, and retirements.

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **Employee Exit** | The entire process of an employee leaving pAI, encompassing administrative, operational, and informational aspects. |
| **Termination of Employment** | The cessation of the employment relationship between pAI and an employee. This can be voluntary (resignation) or involuntary (initiated by pAI). |
| **Voluntary Resignation** | An employee’s decision to end their employment with pAI. |
| **Involuntary Termination** | pAI’s decision to end an employee’s employment. This may be for cause (e.g., misconduct, poor performance) or without cause (e.g., redundancy, restructuring). |
| **Exit Interview** | A meeting conducted by Human Resources with a departing employee to gather feedback on their employment experience, reasons for leaving, and suggestions for improvement. |
| **Notice Period** | The period of time an employee is required to work between giving/receiving notice of termination and their last day of employment, as per their employment contract or local law. |
| **Confidential Information** | Any non-public information related to pAI’s business (See Policy HR-13). |
| **Company Assets** | All property belonging to pAI, including equipment, documents, intellectual property, and data. |

1. Policy Statement

4.1 All employee exits shall be managed consistently, respectfully, and in compliance with pAI policies and all applicable labor laws and regulations.

4.2 pAI shall ensure the protection of its confidential information and the return of all company assets upon an employee’s separation.

4.3 Departing employees are encouraged to participate in an exit interview to provide constructive feedback.

4.4 pAI reserves the right to terminate employment for legitimate business reasons or due to employee misconduct or unsatisfactory performance, following due process (See Policy HR-17).

1. Procedures / Guidelines

5.1 Voluntary Resignation

5.1.1 Notice: Employees intending to resign must provide written notice to their immediate manager and Human Resources. The standard notice period is typically two (2) weeks, or as specified in the employee’s employment contract or local law.

5.1.2 Acknowledgement: HR will acknowledge receipt of the resignation and confirm the last day of employment.

5.1.3 Working During Notice Period: Employees are generally expected to continue performing their duties diligently during the notice period. pAI reserves the right to waive the notice period, place the employee on garden leave, or accelerate the departure date, with full payment for the notice period, as per local law and contract.

5.2 Involuntary Termination

5.2.1 Termination for Cause:

\* Misconduct/Performance: Termination for cause (e.g., gross misconduct, persistent unsatisfactory performance after a Performance Improvement Plan) will follow the procedures outlined in the Disciplinary & Grievance Policy (See Policy HR-17).

\* Documentation: All decisions for termination for cause must be thoroughly documented, reviewed by HR, and comply with legal requirements.

5.2.2 Termination Without Cause (e.g., Redundancy/Restructuring):

\* Business Decision: These terminations are based on legitimate business reasons (e.g., organizational restructuring, role elimination, economic downturn) and are not related to employee performance or conduct.

\* Process: pAI will follow all applicable legal requirements regarding notification, consultation (where required), and severance pay.

\* Communication: Affected employees will be informed by their manager and HR.

5.3 Final Pay and Benefits

5.3.1 Final Paycheck: The final paycheck will include all wages earned up to the last day of employment, payment for accrued but unused vacation leave (where required by law or policy), and any other outstanding compensation.

5.3.2 Benefits: Information regarding the continuation of benefits (e.g., health insurance, retirement plans) will be provided by HR in accordance with plan terms and applicable laws (e.g., COBRA in the US).

5.4 Return of Company Assets and Confidentiality

5.4.1 Asset Return: On or before their last day, departing employees must return all company assets, including but not limited to: laptops, mobile phones, keys, access cards, company credit cards, documents, and any pAI-owned equipment.

5.4.2 Confidentiality Obligations: Employees remain bound by their confidentiality obligations (See Policy HR-13) even after their employment ends. They must not retain, disclose, or use any pAI confidential information.

5.4.3 Access Revocation: IT access to pAI systems and networks will be revoked on the employee’s last day of employment.

Table 1 – Exit Checklist (Illustrative)

| **Item** | **Responsible Party** | **Status (Completed/N/A)** | **Notes** |
| --- | --- | --- | --- |
| **Resignation/Termination Letter** | HR |  | Formal documentation of separation. |
| **Final Pay Calculation** | Payroll |  | Includes accrued vacation, severance (if applicable). |
| **Benefits Information** | HR |  | COBRA, retirement plan, etc. |
| **Return of Company Assets** | Employee/Manager |  | Laptop, phone, keys, badges, documents. |
| **Confidentiality Reminder** | HR |  | Reiterate ongoing obligations (Policy HR-13). |
| **IT Access Revocation** | IT |  | Disable network, email, system access. |
| **Exit Interview Scheduled** | HR |  | Opportunity for feedback. |
| **Knowledge Transfer** | Employee/Manager |  | Ensure critical information/tasks are handed over. |
| **Non-Compete/Restrictions Review** | HR/Legal |  | Discuss post-employment obligations (Policy HR-20). |

5.5 Exit Interview

5.5.1 Purpose: The exit interview provides a valuable opportunity for departing employees to share their perspectives on their employment experience, including reasons for leaving, job satisfaction, management effectiveness, company culture, and suggestions for improvement.

5.5.2 Confidentiality: Feedback from exit interviews will be treated with appropriate confidentiality. Individual responses may be aggregated for trend analysis, but specific identifiable feedback will only be shared with relevant parties on a need-to-know basis to address serious concerns.

5.5.3 Scheduling: HR will contact departing employees to schedule an exit interview. While participation is voluntary, it is strongly encouraged.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Employees (Departing)** | Provide timely written notice of resignation. Return all company assets. Cooperate in knowledge transfer. Participate in an exit interview. Adhere to all post-employment obligations. |
| **Managers / Supervisors** | Facilitate a smooth transition. Ensure knowledge transfer. Collect company assets. Provide constructive feedback to HR regarding the employee’s departure. |
| **Human Resources** | Administer the entire exit process. Ensure legal compliance. Conduct exit interviews. Provide final pay and benefits information. Manage communication with departing employees. |
| **IT Department** | Revoke system access. Ensure all company IT assets are returned and data is secured. |
| **Legal Department** | Advise on complex terminations, severance agreements, and post-employment restrictions. |

1. Compliance & Consequences

7.1 Adherence to this Employee Exit, Termination & Exit Interview Policy is mandatory for all employees and managers.

7.2 **Failure to Provide Notice:** Failure to provide the required notice period for resignation may result in forfeiture of accrued vacation payout (where permitted by law) or other contractual remedies.

7.3 **Failure to Return Assets/Confidentiality Breach:** Failure to return company assets or any breach of confidentiality obligations will result in legal action and may impact final payments.

7.4 **Non-Compliance by Managers:** Managers who fail to follow proper termination procedures may expose pAI to legal risk and will be subject to disciplinary action.

7.5 **Legal Compliance:** All termination decisions and processes will strictly adhere to local labor laws, including requirements for notice, severance, and protected characteristics.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |