



Human Resource Policy Exit & Offboarding

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

DG Packaging ensures all employee exits are handled with professionalism, consistency, and regulatory compliance. This policy outlines the expectations, processes, and responsibilities associated with the separation of employment — whether voluntary, involuntary, or mutually agreed.

1 Scope

This policy applies to all confirmed, probationary, contract, and management-level employees exiting DG Packaging.

2 Notice Period Acknowledgement

Employees must serve the notice period stated in their Employment Agreement or as outlined in Section 3 of the Termination & Employment Policy. Early release may be considered upon employee request, subject to operational clearance and mutual agreement.

3 Employee Obligations Prior to Exit

Departing employees must:

- Return all DG Packaging property (e.g. keys, electronic devices)
- Complete all required handovers, documentation, and system updates
- Submit outstanding claims or reimbursements before the final working day
- Avoid retaining or duplicating confidential materials (refer to Data Protection& Confidentiality policy)
- Ensure handover documents are reviewed and signed off by the reporting manager and stored in the department's shared exit folder

4 Final Payroll & Clearance

Final salary payments will be processed within 3 working days post-clearance. This includes:

- Pro-rated salary
- Unutilized leave encashment
- Deductions (e.g. salary in lieu, training bond recovery if applicable)
- CPF and SHG contributions

Itemized breakdowns will be provided by Finance.

5 Exit Interview

HR will conduct a confidential exit interview with the employee during the final week of employment.
Purpose:



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- Understand reasons for departure
 - Gather feedback for continuous improvement
 - Reinforce confidentiality obligations post-employment

Exit feedback forms will be filed with HR records.

6 System Access Termination

All employee credentials and access rights will be revoked within 24 hours of the employee's final working day. Department heads must report active/scheduled task closures for clearance. The IT team is responsible for removing access to email accounts, shared drives, cloud storage, and licensed software.

7 Employment Verification

Upon request, HR may issue the following documentation:

- Employment verification letter
- Service certificate
- Record of completion / testimonial (if applicable)

Employees must submit requests before their departure. Documents will be issued in PDF format within five (5) working days.

8 Rehire Consideration

Former employees who depart professionally may be considered for future employment, subject to business needs and eligibility. Employees dismissed due to misconduct are not eligible for rehire.

9 Post-Exit Conduct & Obligations

All employees remain bound by:

- Confidentiality Clauses
- Non-Disclosure Agreements
- Non-Compete and Non-Solicitation terms

These terms apply across all capacities (employee, consultant, partner, etc.) and may be enforced through legal action if violated.