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1.0

Definitions

1.1	HOD	Head of Company/Division/Department
1.2	GHCD	Group Human Capital Division
1.3	Clearance Certificate Form	CCF
1.4	Exit Interview Form	EIF
1.5	Last In First Out	LIFO

2.0

Termination of Service

2.1


A confirmed staff may resign from service of the Company and likewise the Company may terminate the service of a confirmed staff by giving either party a written notice as follows:

Job Grade	Position	Notice Period
TM1 & TM2, SM1 - SM3	Top Management & Senior Management	3 months
SM4, MM1 - MM5	Management	2 months
EX1 - EX5	Executive	2 months
NT1/TL1 - NT6/TL6	Non-Executive	1 month


2.2

A probationer may resign from service of the Company and likewise the Company may terminate the service of a probationer staff by giving either party a written notice as follows:


Job Grade	Position	Notice Period
TM 1 & TM2 SM1 – SM3	Top Management & Senior Management	1 month
MM4, MM1 – MM5	Management	1 month
EX1 – EX5	Executive	1 month
NT1/TL1 – NT6/TL6	Non-Executive	2 weeks

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	<p>3.6 In coordination with the Company/Division/Department concerned, the GHCD will check the CCF to ensure that all outstanding matters with the Company are satisfactorily cleared before the staff leaves the Company.</p> <p>3.7 Staff are required to complete an EIF and return the form to GHCD.</p>
4.0	<p>Retrenchment and Layoff</p> <p>4.1 The Company reserves the right to execute a retrenchment exercise if business requirements necessitate such an exercise as provided by law.</p> <p>4.2 However proper steps will be taken to reduce the psychological impact of being jobless, amongst the staff.</p> <p>4.3 LIFO and proper legal steps as illustrated in the Employment Act 1955 must be abided in effecting the retrenchment exercise.</p> <p>4.4 The staff having received retrenchment or layoff benefits shall forfeit his/her seniority rights.</p> <p>4.5 At any time thereafter, should the Company re-employ the staff, he/she shall be treated as a new staff in all aspects and purposes.</p> <p>4.6 In cases where the services of the staff is required by the Company and the re-employment of the staff is necessary and beneficial to the Company, the Company may consider and exercise the reinstatement of the staff's seniority and his/her level of benefits upon re-employment comparable to that at the time the staff last left the Company.</p>
5.0	<p>Retirement – Policy</p> <p>5.1 The retirement age for all staff shall be sixty (60) years. All staff shall retire on the date coinciding with the sixtieth (60) anniversary of their birth, as stated in their birth certificate.</p> <p>5.2 In the absence of a birth certificate, the date of birth shown on the identity card or passport of the staff shall be deemed to be the date of birth for this purpose.</p> <p>5.3 In the absence of the date and the month, the date of birth shall be deemed to be 31st December.</p> <p>5.4 Based on the skills required, a retired staff may be re-employed on yearly renewable contract at the sole discretion of the Company and being certified medically fit by a medical practitioner appointed by the Company.</p>

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6.0	Retirement – Procedure
	6.1 Three (3) months prior to the normal retirement date, the GHCD will notify the staff in writing, of the termination of employment due to retirement.
	6.2 The GHCD will within the last three (3) months of service discuss with staff on; <ul style="list-style-type: none"> • Staff's retirement benefits (if any) • Staff's general welfare
	6.3 The GHCD will notify the Reward & Recognition Section on the salary and benefits to be paid on the date of termination.
	6.4 A CCF is sent to the staff to ensure that all financial commitments are cleared. The GHCD will check the CCF and ensure that due payments are made on or before the date of retirement.
	6.5 The GHCD will, as best as possible, notify the various authorities concerned three (3) months prior to the retirement date to enable the staff to get the clearance on staff's income tax, etc.
7.0	Re-hire Policy
	7.1 Re-hiring of ex-staff and terms of hiring (which include salary, benefits) shall be at sole discretion of the CEO/COO/ED.
	7.2 The ex-staff will follow the procedures as per the hiring process of new staff.
8.0	Clearance Certificate
	8.1 Staff shall surrender all Company's files, documents, assets and properties under his/her possession on/before his/her last day of service.
	8.2 ID card and access card must be surrendered on the last working day.
	8.3 Staff resigning from the Company needs to settle all amounts outstanding before his/her last day of service.
	8.4 The Company reserves the right to hold the staff's partial or full salary to recover any amount due and payable by the staff to the Company.

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9.0	Exit Interview 9.1 Staff is required to fill out the EIF and submit to GHCD on his/ her last day before he/she leaves the Company.											
10.0	Appendices <table><tr><th>No.</th><th>Title Form</th><th>Appendix</th></tr><tr><td>10.1</td><td>Clearance Certificate Form</td><td>Appendix 1</td></tr><tr><td rowspan="2">10.2</td><td>Exit Interview Form (Eng)</td><td>Appendix 2.1</td></tr><tr><td>Exit Interview Form (BM)</td><td>Appendix 2.2</td></tr></table>	No.	Title Form	Appendix	10.1	Clearance Certificate Form	Appendix 1	10.2	Exit Interview Form (Eng)	Appendix 2.1	Exit Interview Form (BM)	Appendix 2.2
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