

# Standard Operating Procedures

DOC NO: 5.1

ISSUE: 2

**GHCD** 

REV. DATE: 1 December 2019

REV. NO: 1

TITLE

**Resignation & Termination Policy** 

**PAGE: 1/5** 

### 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

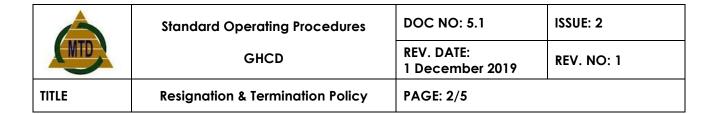
### 2.0 Termination of Service

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



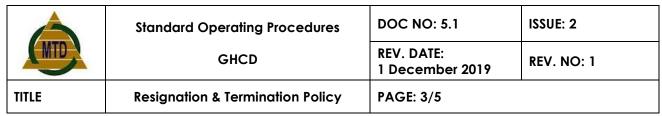
2.3 A contract staff may resign from service of the Company and likewise the Company may terminate the service of a contract staff by giving either party a written notice as follows:

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

- 2.4 Either the Company or the staff may at any time, terminate employment without notice by paying the other party an indemnity equivalent to the notice period.
- 2.5 The Company may, at the sole discretion of the Management, waive such notice required as it deems fit. Off-setting of annual leave balance against notice is not automatic but subject to approval of the Management.
- 2.6 The resigned staff shall surrender all Company's documents, files, vehicles, keys and other properties in staff possession to the Company and shall settle any outstanding liabilities and other obligations with the Company not later than his/her last physical working day.

#### 3.0 Termination of Service - Procedures

- 3.1 Staff intending to leave the service of the Company should write, giving the appropriate notice to their respective HOD and one (1) copy to GHCD.
- 3.2 The GHCD, may at its discretion interview the staff to discuss reasons for resignation.
- 3.3 Assuming that there is no further action required, the HOD must formally accept the resignation with a copy sent to GHCD.
- 3.4 The GHCD will issue a letter to the staff giving details of staff last day of employment, payment to be made and requesting handing-over notes of outstanding work with a copy to the HOD concerned.
- 3.5 The **CCF and EIF** are sent to the staff to ensure that all financial commitments are settled in accordance with Company's rules and regulations.



	3.6	In coordination with the Company/Division/Department concerned, the GHCD will check the <b>CCF</b> to ensure that all outstanding matters with the Company are satisfactorily cleared before the staff leaves the Company.
	3.7	Staff are required to complete an <b>EIF</b> and return the form to GHCD.
4.0	Retren	chment and Layoff
	4.1	The Company reserves the right to execute a retrenchment exercise if business requirements necessitate such an exercise as provided by law.
	4.2	However proper steps will be taken to reduce the psychological impact of being jobless, amongst the staff.
	4.3	<b>LIFO</b> and proper legal steps as illustrated in the Employment Act 1955 must be abided in effecting the retrenchment exercise.
	4.4	The staff having received retrenchment or layoff benefits shall forfeit his/her seniority rights.
	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.
	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.
5.0	Potiron	nent – Policy
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	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.
	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.
	5.3	In the absence of the date and the month, the date of birth shall be deemed to be 31st December.
	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.



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PAGE: 4/5

### 6.0 Retirement - Procedure

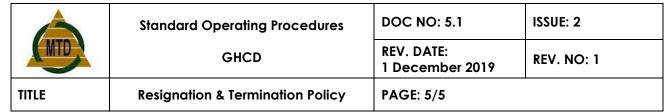
- 6.1 Three (3) months prior to the normal retirement date, the GHCD will notify the staff in writing, of the termination of employment due to retirement.
- 6.2 The GHCD will within the last three (3) months of service discuss with staff on;
  - Staff's retirement benefits (if any)
  - Staff's general 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.



9.0		v is required to fill out the <b>EIF</b> and submit to GHCD on his he leaves the Company.	s/ her last day be	efore	
10.0	Appendices				
	No.	Title Form	Appendix		
	10.1	Clearance Certificate Form	Appendix 1		
	10.2	Exit Interview Form (Eng)	Appendix 2.1		
	10.2	Exit Interview Form (BM)	Appendix 2.2		