

## Piped Piper Employment Termination Policy

### Purpose

This policy outlines the procedures for terminating employment at Piped Piper, ensuring fair and consistent practices are followed.

### Policy

- **At-Will Employment:** Piped Piper adheres to the principle of at-will employment. This means that both the employee and the company have the right to terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law.

### Types of Termination

- **Voluntary Termination:** Employees wishing to resign from their positions must provide [Insert notice period - e.g., two weeks] written notice to their manager and HR. Employees are encouraged to participate in an exit interview.
- **Involuntary Termination:** Piped Piper may terminate an employee's employment for reasons including, but not limited to:
  - Performance issues
  - Misconduct or violation of company policies
  - Economic restructuring or layoffs
  - Position elimination

### Termination Procedure

1. **Documentation:** Managers considering involuntary termination must thoroughly document reasons for termination and consult with HR prior to taking action.
2. **Termination Meeting:** The employee's manager, with an HR representative present, will conduct a private meeting to inform the employee of the termination decision.
3. **Severance:** Piped Piper may offer severance packages at its discretion. Eligibility and terms will be outlined in a separate agreement.
4. **Final Pay:** Employees will receive their final paycheck including any accrued, unused vacation time, in accordance with state laws.
5. **Return of Company Property:** Terminated employees must return all company property (laptops, phones, keys, etc.) immediately.
6. **Outplacement Support (Optional):** Piped Piper may offer outplacement services to assist terminated employees in their job search.

### Non-Disparagement

Piped Piper expects both the company and terminated employees to refrain from making negative or disparaging statements about each other following the termination of employment.

### Protection of Company Rights

Piped Piper reserves the right to protect its confidential information, intellectual property, and

business interests. Employees may be required to sign non-disclosure, non-compete, or similar agreements upon termination if relevant.