

# Exit Policy

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<b>Author:</b>	HR
<b>Approver:</b>	Executive Team
<b>Who does this policy apply to:</b>	All Staff

## Introduction

The HR team have overall responsibility for the managing the exit process. However, line managers are required to ensure a proper handover is completed and collect any company equipment from the individual before they leave. The individual is required to inform their line manager and HR in a timely manner and cooperate with the requirements of the exit process. Individuals returning from overseas should refer to the 'Working Overseas' policy in conjunction with this one.

## Employees giving notice

Individuals should give their notice in writing to their line manager and HR. Your notice period can be found on your Term Sheet. Your resignation should indicate your last day of employment as per your notice period. If you wish to negotiate a shorter notice period, you should include this in your letter. Any reduction of notice period will be considered on a case-by-case basis and will only be considered if any disruption could be minimised and a full handover can be completed.

Outstanding annual leave should be taken during the notice period whenever possible, again, provided it does not impact on a full handover. The HR team can provide you with details of how much annual leave is still outstanding. In some circumstances it may be agreed to pay this in lieu and this should be discussed with your line manager and HR.

## Handover and knowledge transfer

It is the personal responsibility of the line manager, with the individual who is leaving, to ensure that there is a smooth handover to a new employee and/or that any knowledge, products, documents or work is not lost to Adam Smith International when the individual leaves. Therefore individuals must ensure that you allow ample time for a handover to take place before agreeing an end date or last day of service.

## Exit interviews

Exit interviews allow HR and managers to monitor the reasons employees leave an organisation. They can provide useful feedback in a number of key areas, including culture, perceptions of the company and the job itself. Feedback gained from exit interviews can also be used to improve selection, induction, job design, line management and work processes. The focus of an exit interview is the reasons for an employee leaving on the basis that it may identify things that need to change, particularly if people are leaving for similar reasons.

## Collecting company property

All company property including laptops, mobile phones, credit cards, security passes and anything else which the company has provided you with to undertake your role must be returned before your last day of employment. You must hand this equipment to the relevant department, line manager or nominated person.

### **Final payment of salary**

Your final salary payment up to and including your last day of employment will be paid on the next scheduled pay day. Any deductions to be made from your final pay, such as for the recovery of loans, will be notified to you in writing. Your P45 or local equivalent will be forwarded to you after this date. All benefits will cease from the last date of employment. You should confirm your personal details (address, contact number and email) prior to your last day of employment so no documents are lost.

### **Retirement**

There is no default retirement age in the UK and if an individual wants to retire, they will need to resign in line with their notice period. However, should an individual want to consider flexible working in preparation for retirement they should discuss this with their line manager and HR before putting it in writing. We will consider this on a case-by-case basis.

### **References**

References will be provided for employees only who are seeking work outside Adam Smith International or for those who have already left. These will be provided if you or a prospective employer submit a written request to HR. No information will be provided by telephone.

References from HR will confirm job title and employment dates only.

Line managers receiving reference requests should forward these to HR and not reply on behalf of the company. A line manager may be requested to provide personal references. This is acceptable provided the following principles are followed:

- It must be made clear in the reference that it is of a personal nature and does not reflect the views of Adam Smith International, either as a line manager or specifically related to the organisation.
- It can only be read as a personal reference and that nothing attaches the reference to Adam Smith International.
- It should not in any circumstances be written or printed upon Adam Smith International headed paper. Only the line manager's personal home address details can be quoted.

If line managers are unsure they should discuss this with the HR Team before providing any personal references.

### **Access to email inbox**

Due to the nature of our business, your line manager, a member of the HR Team or a member of the Senior Management may require access to your email inbox following your departure. This is to ensure no important information is lost and there is no disruption to continuity of service. Any access will be in line with the principles of our data protection policy.

### **Conclusion**

Individuals, line managers and HR all have different roles within the exit process. It is important that those individual roles and responsibilities are completed in a timely manner to ensure that the exit process is as smooth as possible. If individuals have any questions about this policy they should discuss this with HR.