**ZeroW Termination Procedure**

**Procedure Title**: Staff Dismissal Process

**Procedure Number**: PRO-004

**Effective Date**: 24/07/2024

**Reviewed Date**: [Insert Date]

**Approved By**: [Insert Approver]

**Version**: 0.1

1. **Purpose**

The purpose of this procedure is to ensure that the dismissal of staff at ZeroW is conducted in a fair, consistent, and legally compliant manner, safeguarding the rights of both the organisation and the staff member.

1. **Scope**

This procedure applies to all employees of ZeroW, including those in probationary periods and permanent staff members.

1. **Responsibilities**

* **Line Managers**: Ensure adherence to this procedure, conduct dismissal meetings, and document all processes.
* **Staff Members**: Participate in exit interviews and provide feedback.

1. **Definitions**

* **Probation Period**: The initial period of employment during which a staff member’s performance is evaluated.
* **Major Breach of Protocol**: Any significant violation of company policies or procedures that may warrant dismissal.

1. **Procedure**
   1. **Identification of a Breach**
      1. **Detection**: When a potential breach of protocol is identified, it must be reported to the line manager immediately.
      2. **Preliminary Assessment**: The line manager conducts an initial assessment to determine the severity of the breach.
      3. **Types of Breach**: A major breach is grounds for instant dismissal. Other breaches will not result in immediate dismissal. However, the process remains the same, and three written warnings constitute grounds for dismissal.
   2. **Investigation**
      1. **Formal Investigation**: If a major breach is confirmed, a formal investigation is initiated by a senior manager.
      2. **Documentation**: All findings, communications, and meetings must be documented. The employee must be given a copy of findings and a written disciplinary notice
   3. **Decision Making**
      1. **Review State Employment Guidelines**: Verify compliance with local state employment laws and guidelines.
      2. **Probationary vs. Permanent Staff**: Different procedures may apply based on the employment status of the staff member.
      3. **Managerial Review**: Line managers and HR must review the investigation findings and decide on the appropriate action.
   4. **Dismissal Process**
      1. **Pre-dismissal:** revoke access to all company resources, including but not limited to credit card, email, gym access, google drive access, and changing passwords.
      2. **Notification**: Inform the staff member of the decision in a formal meeting. Ensure the presence of a second as witness.
      3. **Written Notice**: Provide a written notice of dismissal, detailing the reasons and effective date.
      4. **Documentation**: Record the details of the meeting and store all related documents securely.
2. **Documentation and Records**

* **Meeting Records**: Maintain records of all meetings related to the disciplinary and dismissal process.
* **Written Notices**: Retain copies of all written notices provided to the staff member.
* **Termination Interview Reports**: Keep detailed records of exit interview feedback for future reference.

1. **Review and Continuous Improvement**

* **Annual Review**: This procedure shall be reviewed annually to ensure compliance with current laws and effectiveness.
* **Feedback Analysis**: Analyse exit interview feedback periodically to identify areas for improvement and implement necessary changes.

1. **References**

* [Insert relevant state employment guidelines and laws]
* [insert relevant ZeroW Policies]
* ZeroW Employee Handbook
* ZeroW Code of Conduct

1. **Revision History**

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| **Version** | **Date** | **Description** | **Author** |
| 0.1 | 24th July 2024 | Draft | Michael Kingston |