

# Separation/Termination of Employment Policy

**Conforms to ISO 27001:2013**

<b>Document Ref.</b>	<b>Doc</b>
<b>Current Version:</b>	<b>1</b>
<b>Previous Version:</b>	<b>-</b>
<b>Dated:</b>	<b>1st February, 2022</b>
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<b>Document Owner:</b>	<b>ISMS Manager</b>

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## **1. Introduction**

### **1.1 Purpose**

Our Termination/Separation of Employment policy refers to the event that an employee ceases to be part of the company's workforce. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the employee and the company can be avoided. The company is bound to handle any cases of termination of employment as dictated by law with discretion, professionalism and official documentation.

### **1.2 Scope**

This termination/separation of employment policy applies to all prospective or current employees of the company in regard to possible separation of employment.

### **1.3 The Issue Status**

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this document.

When any part of this document is amended, a record is made in the Amendment Log shown below. The Manual can be fully revised and re-issued at the discretion of the Management Team. Please note that this Manual is only valid on the day of printing.

<b>Issue</b>	<b>Amendment</b>	<b>Date</b>	<b>Initials</b>	<b>Authorised</b>
1	Initial Issue	02/01/2022		ISMS Manager

## **2. Separation/Termination of Employment**

### **2.1 Policy Elements**

The company will observe all legal dictations referring to termination/separation of employment and will avoid "implied contracts" and unnecessary terminations.

### **2.2 What is Termination of Employment?**

Termination of employment happens when the contract of an employee is discontinued due to their or the company's actions.

The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

**Voluntary dismissal** may include the following:

- Resignation
- Retirement
- Failure to show for a specified number of days without notice
- Expiration or completion of contract.

**Involuntary dismissal** may include the following:

- Discharge for cause
- Discharge without cause.

Discharge for cause refers to immediate termination of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviours or actions that result in immediate dismissal are also considered "for cause".

Examples of such termination of employees include circumstances where an employee:

- Breaches their contract of employment
- Breaches of Information Security policies of the company
- Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against the company
- Is guilty of discriminatory behaviour or harassment
- Is guilty of unlawful or immoral behaviour on the job
- Is guilty of willful neglect of job responsibilities
- Is discovered to have caused intentional damage to company's assets
- Continuously disregards company policy

The list is not exhaustive. Therefore, discharge for cause remains at our company's discretion. It must however always reflect an unacceptable behaviour or action that violates legal or company guidelines and may result in financial and non-financial damages for the company, other employees or society.

Discharge without cause can occur when the company decides that the services of an employee are no longer needed. In general, this does not refer to an employee's conduct. Reasons for discharge without cause may be layoffs, rearrangement of a department or redefining of a position. In cases where an employee must be terminated without cause, the company is obliged to give notice a specified amount of time prior to the date of termination depending on time of service, age of employee or position. Severance pay may apply to cases of discharge without cause but not discharge for cause.

## 2.3 Procedure

In cases of resignation, the employee must submit an official resignation mail to the immediate supervisor. A notice is expected by the employee consistent with the minimum notice requirement, so the company can arrange alternatives for handling the remaining workload of the position. The resignation letter must be copied and submitted to the Human Resources department.

In cases of involuntary dismissal, the supervisor must submit an employee termination document to the human resources department at the date of separation or before that. Discharge for cause justifies immediate suspension until the necessary documentation for termination has been gathered. In some instances, a termination meeting with the employee, supervisor and a human

resources officer may be scheduled.

In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance. When severance pay is appropriate (depending on the positions specifically for senior positions like Director and above) it will be officially stated in writing.

At all times, proper employee records will be kept containing all relevant documentation.

**Process Steps ( on the last day of employee's departure)**

- HR team will initiate a clearance email
- Clearance email is shared with IT Operations team and the respective Supervisor of the team member
- Clearance email will have information for deactivation for corporate access (Email, JIRA and etc)
- To disable LAN port connectivity
- To disable access to TrusTrace application
- To disable access to customer application (applicable for customer success team)
- To disable access to client email (if any)
- To inform clients about access deactivation (if any).

**Once the employee steps out of office on his/her last date**

- IT Operations team will initiate action to disable email access to the employee who has quit
- Supervisor will disable and change passwords for customer/other applications (if any) Communication is sent to client about the employee's last date (if applicable)
- If the employee had access to many applications - HR team will solicit owners of that application and take a confirmation email(s) from them about making changes and updating the changes to credentials to all the applications which was used by the employee (who has quit)