

## Resignation Policy

- Employees may leave the company via resignation from their position
- When an employee resigns from the company they must inform the company in writing, advising of their last day of work
- Employees must provide at least the minimum period of notice as per their employment agreement. If they do not provide the minimum period of notice the relevant termination clauses of their employment agreement will apply
- During an employee's notice period and before their departure they must action all applicable items from the Employee Exit Checklist e.g. necessary handovers, return of equipment, uniforms and business tools
- Employee's leaving the employment of the company must abide by all company policies and terms of their employment agreement during their notice period and, where applicable, for the required period of time, after they leave the company. This includes, for example, use of confidential information and any restraint of trade provisions
- Employees are asked to complete an Exit Interview before they leave the company. This gives an opportunity for the employee to give confidential feedback to the company on their work experiences and potentially reasons for leaving. This information enables the company to identify any key problem areas and improve elements within the company to ensure it retains its valuable employees and keep its clients satisfied