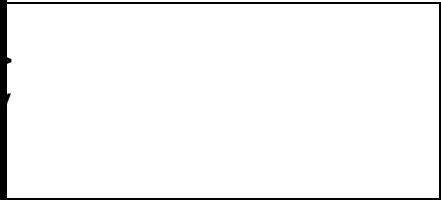


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1. Introduction

The purpose of the Notice for notice of termination of does not form part of the e be varied, withdrawn or repl

ne the Company's requirements he employee or the Company. It nditions of employment and may

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2. Principles

2.1 Resignation

An employee who res notice of resignation. her full contractual not

Company with his or her written s will be required to work his or eed.

The last day of servic resignation and will b work or is on paid contractual notice p employee will not be worked.

be quoted in all letters accepting on which the employee attends does not work his or her full pany's prior authorisation, the notice period that has not been

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[The Company may incurred on account of

ee's final salary payment costs work his or her full notice period.]

2.2 Dismissal

An employee whose a with a written stateme for pay purposes will last working day on Where the Company her full contractual n notice period unless o

d for any reason will be provided dismissal. The last day of service rminating service and will be the ends work or is on paid leave. it will give the employee his or e employee to work his or her

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If the Company dismis gross misconduct, the

ut notice, for example in cases of e reasons for its decisions.

2.3 Redundancy

Where the Company give the employee h employee to work his

by reason of redundancy, it will ual notice and will require the ss otherwise agreed.

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2.4 Retirement

An employee who receives notice of retirement in his or her contract of employment must give notice otherwise agreed.

3. Notice Periods

Subject to employees' terms of employment, which may set out a longer notice period, [following the contract of employment, with an additional week's notice period after two years' continuous service, up to a maximum of

After the employee's request to the manager, the employee's notice period that he or she is not to be confirmed the agreement that

4. Rights and Obligations During Notice Period

During the notice period, the employee's terms of employment and the employee will continue to be employed on the same terms and benefits.

The employee remains bound by the restrictions expressly set out or implied in his or her contract of employment elsewhere. The Company must not take up employment elsewhere. The Company must not conduct him or herself in an entirely appropriate manner during the notice period. This applies no matter who gave notice to terminate employment and for whatever reason.

5. Return of Company Property

On termination of employment, employees must deliver up to the Company all property, documents, customer lists, client/prospect information, memos, tapes or other software media belonging to the Company in the employee's possession. Employees shall not, without the express written consent of the HR Manager, retain any copies of Company property. Employees will be required to sign a letter confirming that he or she has complied with the requirement.

If the employee fails to return Company property by the required date, the Company will withhold the variable pay due from the Company to the employee up to the current amount of the property not returned, i.e. based on the value of the property at the time of termination and no on a replacement cost basis.

6. Garden Leave

If an employee is placed on garden leave during the notice period, he or she will not be allowed to come to work and must stay away from the workplace during the garden leave period.

Company with his or her written notice period set down in his or her contract of employment, with an additional week's notice period after two years' continuous service, up to a maximum of

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If an employee is placed on garden leave during the notice period, he or she will not be allowed to come to work and must stay away from the workplace during the garden leave period.

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If an employee is placed on

- a) must not attend his or her office or any other premises of the Company or any associated company requested by the company;
- b) may be asked to relinquish any offices he or she holds in the Company or any associated company;
- c) may or may not be required to perform any or her normal duties during the remaining period of his or her notice period; however, the employee must still be available to be contacted by the Company;
- d) must return to the company premises any software, equipment, property and other materials (including but not limited to the Company or associated company containing confidential information) to the Company or associated company;
- e) must not, without the prior written consent of the Company, contact or attempt to contact any supplier, contractor, agent, professional adviser, broker, or banker of the Company or any associated company or any employee of the Company or any associated company;
- f) must not have any contact with any organisation, typically a competitor, during the garden leave period.

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If the employee is placed on garden leave, his or her contract of employment will continue in force until the end of the garden leave period. This means that, during the garden leave period, the employee will:

- a) continue to receive full salary and benefits (with the exception of benefits that are not portable, such as a work mobile phone or company car) in the same manner as if he or she were still employed;
- b) remain bound by all the terms and conditions of employment; and
- c) not be permitted to take any action in breach of the provisions set out in his or her contract of employment during the garden leave period.

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7. Pay in Lieu of Notice

The Company may make payment in lieu of notice for all or any part of an employee's notice period or terminate the employee's employment (rather than have the employee work out his or her notice period).

The employee will be paid the same amount as she would have received if he or she worked out his or her notice period.

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8. Holiday During Notice Period

During the notice period, the employee will be entitled to take any accrued holiday year in advance of termination of employment.

If, on termination of an employee's employment, the employee has accrued annual leave that he or she has not taken, the employee will be paid in lieu of annual leave as part of his or her final salary.

If, on termination of an employee's employment, the employee has taken paid annual leave in excess of accrued annual leave, the employee will be required to reimburse the Company (by means of deduction from his or her final salary, if necessary) in respect of this holiday.

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9. Deductions from Final Salary

Any sums due to the Company from any money owing to the employee on or after the termination of employment.

This includes, but is not limited to:

If the employee's final salary is insufficient to cover the sums owed to the Company the employee will be required to contact with the Company for the repayment of all sums owed.

This policy has been approved and signed by:

Name: <<Insert Full Name>>

Position: <<Insert Position>>

Date: <<Insert Date>>

Signature:

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