

Employment Termination Terms for Full-Time Staff

1. Notice Period

Either party may terminate the employment by providing written notice as specified below, or payment in lieu of notice:

- Probationary Employees: 1 week notice
- Tenure less than 2 years: 2 weeks notice
- Tenure 2 years or more: 1 month notice

2. Grounds for Termination

- Voluntary resignation by the employee
- Mutual agreement in writing
- Redundancy or restructuring
- Performance-related reasons, following due process
- Serious misconduct
- Violation of company policies or employment agreement

3. Final Payment

On termination, the employee will receive all outstanding salary, accrued leave, and any other entitlements up to the termination date.

4. Return of Company Property

All company property (equipment, documents, electronic devices, etc.) must be returned by the last working day. Failure to do so may result in deductions or legal action.

5. Confidentiality and Restrictive Covenants

Post-termination obligations regarding confidentiality and any applicable non-competition or non-solicitation clauses remain binding.

6. References

References to future employers may be provided upon request, subject to company policy.

7. Acknowledgement

Both parties acknowledge and agree to the above terms upon employment termination.