

GENERAL EMPLOYMENT POLICIES

Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: Voluntary employment termination initiated by an employee

Discharge: Involuntary employment termination initiated by the Company

It is preferred that employees who voluntarily terminate do so by providing the Company at least two week's of advanced notice. However, there should be no expectation that the notice period will be accepted. Based on the circumstances at the time, the Company may elect to terminate the employment relationship immediately.

All employees must return any and all Company issued property to <Company> on or within a reasonable time following the date of termination. The Company will use all remedies under the law to ensure that its property is returned timely and in good condition.