

Resignation Policy– HRP006



General

This policy outlines the basis to create a workplace that is free of sexual harassment, where employers and employees respect one another's integrity and dignity, their privacy and their right to equity in the workplace.

All employees, job applicants and other persons who have dealings with the business, have the right to be treated with dignity.

The company / management will not permit or condone any incidence of sexual harassment.

Allegations of sexual harassment will be dealt with seriously, expeditiously, sensitively and confidentially.

Employees who raise a grievance will be protected against victimisation and retaliation.

All employees will be protected from false accusations.

Definition

For purposes of this policy sexual harassment is defined as:

“the unwelcome or unwanted attention of a sexual nature that causes discomfort, humiliation, offence or distress, and/or interferes with the job. This includes all such actions and practices of a sexual nature by a person or a group directed at one or more staff members. Sexual harassment may take a verbal or physical form, a written form in any format, or may be by means of pictures, photographs, jokes, innuendoes etc.”

Sexual attention becomes sexual harassment if:

- The behaviour is persisted in, although a single incident of harassment can constitute sexual harassment; and/or
- The recipients of has made it clear that the behaviour is considered offensive; and / or
- The perpetrator should have known that the behaviour is regarded as unacceptable

Forms of sexual harassment

Sexual harassment may include unwelcome physical, verbal or non-verbal conduct but is not limited to the examples below:

- Physical conduct of a sexual nature includes all unwanted physical contact ranging from touching to sexual assault and rape and includes a strip search by or in the presence of the opposite sex.
- Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them, unwelcome and inappropriate enquiries about a person's sex life, and unwelcome whistling directed at a person or a group of persons.
- Non-verbal forms of sexual harassment include unwelcome enquiries about a person's sex life and unwelcome whistling directed at a person or a group of persons.
- Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects
- Quid pro quo harassment occurs where an owner, employer, supervisor, members of management or co-employee, undertakes or attempts to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant, in exchange for sexual favours.

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1. Resignation Procedure

Should an employee decide to terminate his/her employment at the company he/she must give written notice of his/her intention to his/her Manager or to the HR Manager. Notice must be given as prescribed in the employee's Memorandum of Agreement.

Employees will be obliged to comply with all the company policies until his/her last working day at the company. Until that date the company's disciplinary procedures will apply.

Employees are also expected to assist in the training of their successors. Unwillingness to do so will result in disciplinary action.

2. Medical Aid Fund and Group Life Insurance

If an employee decides to remain a member of the Medical Aid Fund after his/her termination of employment, it is his/her own responsibility to contact the medical aid fund and to change his/her personal details and arrange payment of the monthly premiums. The HR Manager should be informed of such intentions.

Membership to retirement funds will be withdrawn by HR, once all the necessary documentation has been submitted.

3. Responsibilities

On the last working day before termination of employment, it is the employee's responsibility to ensure that he/she returns the following items to the HR Manager (or in his/her absence to the Accountant/Risk Manager):

- Access card;
- Keys to the buildings (if applicable)
- Credit card (if applicable)
- Cell phone (if applicable)
- Library books (if applicable)
- Laptop (if applicable)
- 3g card

The employee should also ensure that:

- his/her debt with the 'snoepie' is settled
- arrangements to settle any other debt (staff loans,etc) must be made with finance
- a forwarding address (or telephone number) and e-mail address is left with the HR Manager
- he/she has completed an Exit Interview.

4. Leave

Employees will be entitled to accumulated BCEA leave(15days) being paid in full (100% of cost to company). The company will, however, not pay the accumulated "annual leave" (annual leave is defined in the Leave Policy). If the employee cannot take his/her leave due to work commitments and one of the executive directors has given written authorisation, the annual leave will be paid out at a rate agreed upon.

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5. Salary

The employee will receive his/her final salary on the last working day of the month in which termination takes place.

6. Termination by agreement

Employees appointed on a fixed term contract should obtain authorisation for his/her resignation from his/her team leader / manager and both parties should sign a 'termination by agreement' form.

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