**TWGG Employee Resignation and Termination Policy**

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**Leaving TWGG**

In this section, TWGG describes TWGG procedures regarding resignation and termination of TWGG employees. TWGG also refer to TWGG progressive discipline process that may sometimes result in termination.

**Progressive Discipline**

Here TWGG outlines steps TWGG will take to address employee misconduct. TWGG wants to give employees a chance to correct their behavior when possible and assist them in doing so. TWGG also want to ensure that TWGG thoroughly investigate and handle serious offenses.

TWGG’ progressive discipline process has six steps of increasing severity.

These steps are:

1. Verbal Warning
2. Informal Meeting with Supervisor
3. Formal Reprimand
4. Formal Disciplinary Meeting
5. Penalties
6. Termination

Different offenses correspond to different steps in TWGG disciplinary process.

For example, minor, one-time offenses (e.g. breach of our dress code policy) will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger step 5.

If you manage employees, inform them when you launch a progressive discipline process.

Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member know and ask Principal Migration Consultant or Practice Manager to help you explain TWGG’ full procedure.

Supervisors may skip or repeat steps at their discretion. TWGG may treat circumstances differently from that described in this policy. But TWGG is always obliged to act fairly and lawfully and document every stage of TWGG’ progressive discipline process.

Keep in mind that TWGG isn’t obliged to follow the steps of TWGG progressive discipline process. For serious offenses (e.g. sexual harassment), TWGG may terminate you without warning.

**Resignation**

You resign when you voluntarily inform Principal Migration Consultant or Practice Manager that you will stop working for TWGG. TWGG also considers you resigned if you don’t come to work for 3 (three) consecutive days without notice.

You are not obliged to give TWGG advance notice before resigning unless it is stated otherwise in employment contract or common law. But, for efficiency’s sake, and to make sure TWGG’ workplace runs smoothly, TWGG asks that you give at least (2) two weeks’ notice, if possible. If you hold a highly specialized or executive position, TWGG asks that you give us at least 1 (one) month notice, when possible.

TWGG accepts verbal resignations, but TWGG prefers that you submit a written and signed notice of resignation for TWGG’ records. TWGG will reply with an acceptance of resignation letter within 2 (two) days. Principal Migration Consultant or Practice Manager will inform your supervisor that you are resigning if you haven’t already done so. Whether you want to announce your resignation to your team is up to you, but TWGG encourages you to be open.

**Tuition or Relocation Reimbursement**

If you have relocated or studied at TWGG’ expense, you are bound by your contract to remain with TWGG for at least 2 (two) years. If you resign before that period, you may have to reimburse TWGG for part or all of these expenses.

**Forced Resignation**

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and TWGG won’t tolerate it. Specifically, TWGG prohibit employees from:

* Creating a hostile or unpleasant environment;
* Demanding or coaxing an employee to resign;
* Victimizing, harassing or retaliating against an employee; and
* Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).

**Termination**

Terminating an employee is always unpleasant but sometimes necessary. If that happens, TWGG wants to ensure TWGG acts lawfully and respectfully.

TWGG may terminate an employee either for cause or without cause.

For cause, termination is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts TWGG workplace (e.g. harasses colleagues), performs below acceptable standards or causes damage or financial loss to TWGG.

Without cause, termination refers to redundancies or layoffs that may be necessary if TWGG cease some of TWGG’ operations or re-assign job duties within teams. TWGG will follow applicable laws regarding notice and payouts.

TWGG will offer severance pay to eligible employees. TWGG may also help employees who were terminated without cause to find work elsewhere, if possible.

TWGG may also compensate accrued vacation and sick leave upon termination, depending on law. Whenever law doesn’t have relevant stipulations, TWGG will pay accrued leave only to those who weren’t terminated for cause. TWGG will also take into account union agreements and abide by agreed terms.

TWGG avoids wrongful or unfair dismissal.

When TWGG terminates an employee for cause, TWGG expects you to be certain you made the right choice and keep accurate performance and/or disciplinary records to support your decision.

**References**

When TWGG terminates employees, TWGG may provide references for those who leave in good standing. This means that employees shouldn’t have been terminated for cause. If you are laid off, you may receive references. Please ask Principal Migration Consultant or Practice Manager.

If you resign, you may ask for references and Principal Migration Consultant or Practice Manager has a right to oblige or refuse.