

CONTRACTUAL EMPLOYMENT POLICIES & PROCEDURES

6. Termination of Employment

Issue date: May 2011

Date of last revision: December 2016

We hope that whoever joins the Company will stay with us, however if your employment comes to an end for whatever reason, the provisions detailed in this policy will apply.

Notice Period

For up to one month's service, one week's notice is required by either party. Thereafter, employees should refer to their Contract of Employment for details of individual notice period and the requirement to work notice period, which will apply with the exception where there are grounds for summary dismissal.

McFT reserves the right, at its sole discretion, to require employees who have resigned with notice, or who have been given notice to terminate their contract, not to attend their place of work for all or part of the notice period. In these circumstances, your contract will continue in force until the end of the notice period and the employee will continue to receive full pay and fringe benefits in the normal way. You will also remain bound by all the obligations and restrictions set out in your contract of employment, including any confidentiality clauses and restrictive covenants save the duty to attend work. You must, within reason, remain available to be contacted by McFT. Under these circumstances, the employee is not permitted to take up employment elsewhere during the notice period.

In the event of the staff member failing to give the required notice, McFT reserves the right to pay any final monies as owed to the staff member, as and when it is administratively convenient to do so.

Exit Interviews

On leaving McFT, the HR Manager will meet with you to discuss:

- your reasons for leaving
- the date that you will finish with the company
- your final pay: including arrangements for any outstanding payments owing to you or any outstanding monies that you may owe to McFT
- any operational matters involved in your leaving

Return of Company Property *(also refer to Company Property policy).*

Upon termination of employment you will be expected to return any company property issued to you by McFT immediately. Company property must be returned in good condition, taking into account reasonable wear and tear. Should company property not be returned promptly and in reasonable condition, McFT reserves the right to deduct a reasonable amount from the employee's final salary to a maximum of the full cost of the property. Further details may be applicable in your Contract of Employment.

Restrictions on Termination

You remain bound by the restrictions on termination in your Contract of Employment and any associated agreements regarding Confidentiality.

Deduction from Wages

McFT may deduct from any monies otherwise payable to the employee upon termination, a sum equivalent to any monies owed by the employee to the company and that the staff member agrees to. McFT also reserves the right to deduct monies from final salary, for holiday taken and not accrued.

A final pay letter will be sent outlining final pay and any deductions to be made in line with your employment contract.