

## **Mosspark Group**

### **Exit and Leavers Policy**

#### **1. Purpose**

The purpose of this policy is to outline the procedures for employees who wish to resign from their position and to ensure a smooth transition during their departure. It also covers the process for conducting exit interviews to gather valuable feedback.

#### **2. Scope**

This policy applies to all employees of the Mosspark Group of companies, regardless of role or level.

#### **3. Notice of Resignation**

Employees are required to provide written notice of their resignation to their line manager. The notice period must comply with the terms outlined in the employee's contract of employment. If the notice period is not specified, the statutory minimum notice period will apply. The resignation letter should include the intended last working day.

The line manager will acknowledge receipt of the resignation in writing, confirming the final working day and outlining next steps. The HR department will be notified immediately to initiate the offboarding process.

#### **4. Exit Procedures**

Departing employees must ensure a proper handover of their responsibilities to a designated colleague or replacement. A handover document detailing ongoing tasks, key contacts, and relevant information should be prepared to facilitate a seamless transition.

All company property, including laptops, mobile devices, ID cards, and keys, must be returned on or before the last working day. Failure to return company property may result in deductions from the final salary or legal action if necessary.

The final salary payment, including any accrued but unused annual leave, will be processed in the next payroll cycle following the employee's departure. Any deductions or outstanding amounts owed to the company will be communicated in advance.

#### **5. Exit Interviews**

Exit interviews aim to gather honest feedback about the employee's experience at the company, identify areas for improvement, and understand the reasons for their departure. HR will schedule an exit interview with the departing employee during their notice period. Participation is voluntary but encouraged. HR will use the data to trend information on a generic spreadsheet.

The interview can be conducted in person, virtually, or via a written questionnaire, depending on the employee's preference. Common topics include reasons for leaving, feedback on management and company culture, suggestions for improvement, and overall experience working at the company.

Information shared during the exit interview will be treated confidentially and used to improve workplace practices. However, specific issues that require follow-up may be escalated appropriately.

## **6. Record Keeping**

Resignation letters, handover documents, and exit interview records will be retained by HR in accordance with data protection laws and company policy.

## **7. Policy Review**

This policy will be reviewed every two years to ensure it remains relevant and compliant with employment laws.

## **8. Contact Information**

For questions regarding this policy, please contact the HR Manager, Clare Nardone on phone extension 233 or by email on [humanresources@mossark.org.uk](mailto:humanresources@mossark.org.uk).