1. PURPOSE

1.1. Ermha is committed to ensuring consistent exit procedures for staff that leave Ermha.

1.2. Ermha is committed to utilising employee feedback as part of its continuous quality improvement approach.

2. SCOPE

2.1. All Ermha staff

3. DEFINITIONS

3.1. Termination – Brings the end of an employment contract, which may be voluntary or involuntary.

3.2. Resignation – Voluntary end of contract, resigning the position.

3.3. Dismissal – Termination of employment, initiated by Ermha.

3.4. Redundancy – Termination of employment due to the position no longer being funded or required.

3.5. Notice period – Amount of notice an employer must give an employee if they plan to terminate the employee’s employment.

3.6. Notice of termination – The amount of notice an employee is required to provide the employer if leaving the organisation.

3.7. Unfair dismissal – Dismissal which is found to be ‘harsh, unjust or unreasonable’ by the Fair Work Commission.

3.8. Exit interview – Structured face-to-face interviews undertaken by Ermha HR with the staff member.

4. POLICY

4.1. Notice Period and Notice of Termination

4.1.1. The amount of notice Ermha must provide to an employee if their employment is to be terminated (notice period) and the amount of notice an employee who is resigning must provide to Ermha (notice of termination) is the same, in accordance with the NES.
4.1.2. Below describes the period of continuous service and the corresponding notice period (and notice of termination).

- Not more than 1 year: 1 week
- Between 1 – 3 years: 2 weeks
- Between 3 – 5 years: 3 weeks
- More than 5 years: 4 weeks

4.1.3. If an employee is aged over 45 years old and has completed at least 2 years continuous service they are entitled to 1 additional week of notice. (Note they are not required to provide additional notice of termination.)

4.1.4. Notice periods do not apply to:

- Casual employees
- Employees engaged for a specific period or task
- An employee whose employment is terminated because of serious misconduct (See HR 325 Disciplinary Action Policy and Procedure)

4.1.5. Notice periods can be paid out. The amount paid must equal or exceed the total amount (at full rate of pay) the employee would receive had their employment continued.

4.1.6. Written notice will be provided to Ermha employees in advance of the day of employment termination. Written notice will be mailed directly to the staff member’s recorded address and/or provided in person.

4.1.7. If an employee resigns and does not provide the appropriate notice of termination (as per 4.1.2), Ermha may withhold money from their final pay equal to the amount they would have earned if they had worked during the notice period.

4.2. Exit interviews

4.2.1. All staff exiting from Ermha will be encouraged to participate in an Exit Interview, however participation is voluntary. This applies to both terminations and resignations (voluntary and involuntary).

4.2.2. Exit interviews will not be offered to employees who are not successful during the qualifying period. Exit interviews will be offered to employees who resign or choose to leave during the qualifying period.

4.2.3. Information collected during the exit interview will be confidential and will not be used in any way to reflect upon the exiting employee. Employees are encouraged to provide candid feedback on their experience working with Ermha, reasons for their exit and ask any questions regarding their exit from the organisation.

4.2.4. Information collected will be used as part of Ermha’s continuous quality improvement process. Exit interview data will be complied, summarised and reported at Executive Committee meetings on a 6 monthly basis. The Executive Team will track and respond to themes related to staff satisfaction, ways to better support staff- seeking to continue Ermha’s status as a preferred employer.
4.2.5. The staff interview discussion notes and written questionnaire will be kept confidential on the employees personnel file.

4.3. **Return of Ermha property**

4.3.1. On or before the employee’s final date of employment, the following must occur:

- Return all property of Ermha (including keys, documents, equipment)
- Return or be reimbursed any outstanding petty cash
- Remove hard copy and electronic personal and confidential files
- Inform supervisor of any passwords/codes that may needed to access computer files
- See staff exit checklist for additional (includes payroll and motor vehicles)

4.4. **Escorted exit**

4.4.1. If a staff member is dismissed for serious misconduct (see HR 325 Disciplinary Action Policy and Procedure) or it is deemed necessary by their immediate supervisor or manager in order to protect client privacy, then an escorted exit may occur where the Return of Ermha property is supervised.

5. **PROCEDURE**

5.1. **HR** will complete the Exit Interview and Exit Checklist with employees.

5.2. **All staff** may request the following, which will be provided upon receipt of Ermha property (see 4.3):

- Employment Separation Certificate
- Statement of Service (includes duration of employment and employment role)

5.3. **All staff** are able to assess their ability to appeal the termination of their employment through the Fair Work Commission website: http://www.fwc.gov.au/index.cfm?pagename=dismissalseligibility

6. **FORMS AND ATTACHMENTS**

- Staff exit checklist
- Staff exit questionnaire

7. **RELATED DOCUMENTS**

- HR 317 Performance Improvement Policy and Procedure
- HR 325 Disciplinary Action Policy and Procedure
8. REFERENCES

- Fair Work Commission, Dismissals
- Fair Work Ombudsman, Unfair dismissal

9. VERSION CONTROL

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