

## EXIT PROCEDURE

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### 1.0. PURPOSE

- 1.1 To establish a clear-cut procedure with regard to staff separation and/or clearance.
- 1.2 To ensure that all concerned departments are afforded ample time for proper hand over of responsibilities from the staff, and in order to retrieve company property and settle any outstanding issues before separation of the staff.

### 2.0. SCOPE

- 2.1 The Exit Procedure shall apply to all Bigfoot staff across ALL entities whether intern, probationary, regular, project-based or consultant.
- 2.2 For purposes of this guidelines, the term "staff" shall be referred to as employee, intern, mentor or consultant.

### 3.0. IMPLEMENTING GUIDELINES

#### 3.1 Voluntary Resignation

- 3.1.1 A staff who opts to end his/her employment with the Company is required to submit a resignation letter at least thirty (30) days prior to the last day of employment. **Leave balance shall be applied over and above the required 30-day period.** Management reserves the right to reduce the number of required days on a case-to-case basis.
- 3.1.2 The resignation letter is first submitted to the immediate superior/department head for notification and confirmation of date, then to the Human Resource department. Resignation is not official unless a written acceptance letter from the Chief Human Resource Officer (CHRO) is issued.
- 3.1.3 While the turn over of staff's duties and responsibilities should start as soon as resignation has been accepted, the processing of clearance shall only be done on the last day of work or **after the effectivity** of staff's resignation. Accordingly, the HR department shall only issue the clearance form not sooner than the staff's last day of work.
- 3.1.4 HR shall notify the concerned departments, i.e. ICT, Finance/Asset, Compensation & Benefits, Security, about the impending separation of the staff. These departments shall then take the necessary and appropriate actions to delete/transfer systems access, collect outstanding payment,

retrieve company property, withhold salary, etc.

- 3.1.5 HR shall inform MG regarding separated staff with an IP Phone assigned to him/her, so that MG can make the necessary update to the IP Phone system.
- 3.1.6 The processing of clearance should be accomplished by the separated staff. However, on a case-to-case basis, HR may allow staff's authorized representative to do the processing. It follows that staff shall take full responsibility of giving instructions pertaining to clearance, and of handing over any company property that needs to be surrendered.
- 3.1.7 This shall be the order of getting signatures for clearance: (a) staff's immediate superior/department head, (b) other departments, (c) ICT, (d) Finance, (e) HR, (f) Head of Entity, (g) Chief Human Resource Officer.
- 3.1.8 An exit interview shall form part of the clearance process with the HR department.
- 3.1.9 Non-accomplishment of clearance shall result to withholding of final pay and all other entitlements or benefits, non-issuance of certificate of employment and a negative written entry on staff's 201 file. The company may also initiate legal action against staff for claims or damages or for failure to return company-issued assets or breach of contract.
- 3.1.10 Release of final pay shall be within one month after submission of the duly accomplished clearance form to the HR department.
- 3.1.11 Staff is required to personally claim his/her check representing final settlement and sign Quitclaim and/or Waiver documents. Claiming the check through an authorized representative may be allowed on a case-to-case basis. If allowed, separated staff must execute a duly notarized Special Power of Attorney (SPA) to claim the check and sign Quitclaim and/or Waiver documents. Authorized representative presents the SPA to HR department along with a valid ID for verification. Claim shall be made at the Cebu office of the Department of Labor and Employment (DOLE) for all local (regular/probationary/project-based) staff.

### **3.2 End of Contract**

- 3.2.1 HR shall issue the end of contract notice a month prior, or down to 24 hours before end date. Processing of clearance shall be done on the last day of work.
- 3.2.2 Rules 3.1.4 to 3.1.10 shall still apply.

### **3.3 Termination**

- 3.3.1 Termination for **just cause** may be immediate or within two (2) weeks

notice or less. Processing of clearance shall be done on the last day of work.

3.3.2 For **authorized cause**, a 30-day notice shall be given which may be paid in lieu of service. Processing of clearance shall be done as soon as the notice has been served.

3.3.3 Rules 3.1.4 to 3.1.10 (except 3.1.8) shall still apply.

#### 4.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix			Reason
	History	Date	Dept.	Prepared	Reviewed	
Rev. 00	Establish	08/10/09	HR	(Sgd) Pawwee Hornido	(Sgd) Stephanie Manuel	New Policy
Rev. 01	Revise	02/10/12	HR	Pawwee Hornido	Stephanie Manuel	Added 3.1.5