



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

Termination Policy Procedure Document

1. Purpose

This document outlines the procedures for terminating employment at Swashodhan Trust. The goal is to ensure a fair, consistent, and legally compliant process for both employees and the organization.

2. Scope

This policy applies to all employees of Swashodhan Trust, including full-time, part-time, and temporary staff.

3. Types of Employment Termination

- **Voluntary Termination:** Employees may resign from their positions for personal reasons. A notice period is typically required.
- **Involuntary Termination:** Employment may be terminated by the company for reasons including but not limited to:
 1. Poor performance
 2. Violation of company policies
 3. Misconduct
 4. Redundancy or restructuring

4. Termination Process

Step 1: Documentation of Issues

1. Maintain detailed records of performance issues or misconduct. Ensure that warnings and performance reviews are documented.

Step 2: Performance Review



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1. Conduct a formal performance review meeting if termination is due to performance. Discuss concerns with the employee and allow them an opportunity to improve.

Step 3: Decision Making

1. If significant issues persist, management will decide on termination. This decision must be approved by the Administration.

Step 4: Notice of Termination

1. Prepare a formal termination letter outlining the reason for termination, effective date, and any relevant details regarding final pay and benefits.

Step 5: Meeting with Employee

1. Schedule a private meeting with the employee to convey the termination decision. Be clear, respectful, and concise. Provide the termination letter during this meeting.

Step 6: Documentation of Meeting

1. Document the meeting and any responses from the employee. It's important to keep thorough records in case of any future disputes.

Step 7: Exit Process

1. Discuss the logistics for the exit process, including:
 1. Final paycheck, including outstanding vacation or sick leave
 2. Return of company property (keys, equipment, etc.)
 3. Review of benefits if any provided by the Trust
 4. Conduct an exit interview to gather feedback and insights.

5. Final Pay and Benefits

The employee will receive their final paycheck on the next scheduled pay date on the first week of the month as per the salary payment cycle.



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For damaged equipment provided by the Trust the money will be deducted from the paycheck.

6. Confidentiality and non-disclosure

Employees are reminded of their obligations under confidentiality agreements even after termination. Any proprietary or confidential information must not be disclosed outside the organization.

7. Dispute Resolution

In the case of any disputes arising from the termination process, employees may utilize the company's grievance procedures, which involve:

1. Informal discussions with the Administration
2. Formal written grievance submission

8. Review and Amendment of Policy

This procedure will be reviewed annually and updated as necessary to remain compliant with employment laws and company policy. Employees will be informed of any changes.

9. Acknowledgment of Receipt

All employees are required to read and acknowledge their understanding of this termination policy and procedure. A signed acknowledgment will be kept in their personnel file.

Conclusion



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This termination policy procedure document provides a standardized method for handling terminations at Swashodhan Trust office, 3-5-1119/11, Rajmoholla, Kachiguda, Hyderabad 500027.

It aims to protect the interests of both the organization and its employees, ensuring fair treatment and compliance with legal standards.

Employee name and signature.

Administration

Name and signature
