

1. Scope

All employees of Expanse Learning

2. Introduction

Should you decide to leave the Company, notice of your resignation should be given in writing to your line manager, stating your final date of employment. The amount of notice you are required to give is set out in your contract of employment.

Having tendered your written resignation and throughout your notice period, you are expected to keep the fact you have resigned confidential until the Company informs, or agrees with, you otherwise. Your line manager will make arrangements to discuss your departure and the official Company statement. You must not deviate from this unless it is expressly agreed with the Company in writing beforehand. In particular, you must not discuss your resignation with any of the Company's clients, customers, contractors or suppliers unless the Company informs you otherwise and then only in the terms agreed in the official Company statement.

An early leaving date may be mutually agreed, at the absolute discretion of your line manager and subject to the requirements of the Company's business.

A copy of your resignation letter will be forwarded to HR, who will formally acknowledge it, confirm your final day of employment and provide details of the final salary payments due to you and issue your P45.

Your line manager may invite you to attend an exit interview or ask you to complete an exit review. Further details of these are given below.

On your final day of work, it will be necessary for you to return to your line manager any items of clothing, materials, equipment, passes, keys, etc. which have been issued to you during the course of your employment with the Company.

3. Exit interview/questionnaire

Aim

It is both regrettable and potentially expensive when an employee decides to leave the Company. It is therefore essential that we find out the reason why, if we are going to avoid losing good people in the future. Once an individual decides to leave, they are likely to give a frank and honest input which is invaluable to the Company in identifying why people leave and giving ideas which can be implemented to change the Company for the better.

Process (Survey Monkey)

If you decide to leave the Company, once you have officially handed in your notice, you will be approached by your line manager who may ask you to attend an exit interview or complete an exit review (*DatabridgeMIS Event: (HR) – Employee Exit Review*). This review represents an ideal opportunity for the Company to gather information about why you decided to leave. You may wish to comment on your place of work, the people you work with or the job that you do. All of this information is important to the Company. With your permission, selected information gained from the interview or from your completed questionnaire will be discussed with the management of the Company. The aim of this is to ensure that any problem issues can be discussed and resolved before you leave.

4. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance for:

Staff: Disciplinary action, Support, Action Plan
Student: Not applicable
Legislation/organisational: statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead: Corporate Services
Policy Reference: ELGR-HR-013
Version: 3
Agreed policy location: DatabridgeMIS
Does the policy require Governor approval? No

Approval

<p>Prepared by Scott Roberts 01/09/2020</p>  <p>Head of Corporate Services</p>	<p>Approved by Tony Brown 01/09/2020</p>  <p>CEO</p>	<p>Counter Signatory Karl Wane 01/09/2020</p>  <p>Director of College</p>
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Version Control

Version	Date	Revision	Review Date
3	01/09/2020	Policy reviewed. DatabridgeMIS referenced.	31/8/2021
4			
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