**Resignation & Termination Policy**

**Purpose**

To define the procedures and expectations for employee **resignation** and **termination** at TQTI, ensuring transparent handling, legal compliance, and respectful closure for all employment separations.

**Scope**

Applies to all **permanent**, **contractual**, and **temporary employees** at TQTI.

**Policy Guidelines**

**A. Resignation**

* **Notice Period:** Minimum of **30 calendar days' notice** in email to TQTI Manager.
* **Exit Interview:** Conducted by the TQTI Manager during the notice Period.
* **Final Clearance:** Employee must complete handover and return institute property.

**B. Termination**

Termination may occur due to **performance issues**, **violations**, **organizational restructuring**, or other lawful grounds.

* **Types of Termination:**
  + **With Cause:** Immediate termination due to serious misconduct or breach of policy.
  + **Without Cause:** Termination for reasons unrelated to misconduct (e.g., redundancy, restructuring).
* **Notice & Compensation:**
  + Notice period or compensation in position will be provided as per **employment contract** and **Oman labor law**.
  + Severance entitlements, if applicable, are handled by TQTI Manager.
* **Termination Meeting:**
  + Conducted by TQTI Manager formally communicate the decision by email.
  + Employee may be invited to share feedback.
* **Final Documentation:**
  + Termination letter, clearance form, and final settlements are issued within **7 working days** of the effective date.

**Confidentiality & Documentation**

* All resignation and termination records are securely archived.
* Exit or termination interviews are confidential and used for internal improvement.



Dr. Samir Al Bahrani

Manager of Institute Next Review 25 / June / 2026

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