



# 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

25 / June / 2025