



## RESIGNATION POLICY

NWH Group Limited  
Reviewed- January 2026

---

### Policy

The following policy outlines the protocol to be followed by an employee who makes the decision to resign and provides support for managers on the points to consider before the resignation takes effect.

### Notice of resignation

When an employee makes the decision to resign, they should submit this to their manager in writing. For instances where a written resignation is not possible a message by text, e-mail or WhatsApp message would suffice. This should be reflective of the notice period outlined in their contract of employment. A verbal resignation cannot be accepted, and the employee will be asked to confirm it in writing as soon as possible. Once received, the HR department should be notified of this.

Unless there is an agreement in place between the employee and the Company, the expectation is that the employee will continue to work during the notice period.

### Acknowledgment

The Company will acknowledge the resignation in writing once received from the employee. The letter of acknowledgement will confirm the last working day for the employee and outline any final payments and the return of Company property that they have in their possession. Furthermore, any repayments of debts owed to the Company, such as training costs or loans, will be notified to the employee in this letter.

### Withdrawal of resignation

Once the notice of resignation has been submitted, an employee will not usually be allowed to withdraw it. The HR department should be contacted for direction if an employee requests to withdraw their resignation.

### Pay in lieu of notice

An employee can be paid their notice in lieu, if agreed by the Company (subject to the terms outlined in the contract of employment). This means that their contract of employment will cease immediately and the employee will receive payment equivalent to what they would have received during their notice period.

Document Title	Issue No	IMS Ref
RESIGNATION POLICY	14	P 39



## **RESIGNATION POLICY**

The HR department should be notified before agreeing to a payment in lieu of notice to an employee.

### **Garden leave**

An employee can be put on garden leave for the length of the notice period. The employee continues to be employed by the Company during their notice period and will receive their normal pay and benefits but will not be expected to attend work, unless specifically requested by their line manager.

### **Managing holiday during the notice period**

An employee who is working their notice period or is on garden leave will continue to accrue holidays. It is an expectation that employees will be required to take any outstanding holiday during the notice period. However, in certain circumstances the requirements of the Company may restrict holidays being taken by the employee during the notice period. In this scenario, the manager will inform the employee, and they will receive a payment in lieu of annual leave once the notice period has been completed.

If the number of accrued holidays has been exceeded, then Company will reduce the employee's final payment by an equivalent number of days (in accordance with the terms in the contract of employment).

### **Completion and handover of work**

Throughout the notice period, the Company expects the employee to complete their daily role as well as a handover for any ongoing work, in agreement with their line manager.

### **Exit interview**

Before their employment ends, the employee will be invited to attend an exit interview with their line manager, or a member of the HR department. Alternatively, the online survey will be sent to your email address.

The aim of the exit interview is to understand the reasons for the employee leaving the Company, and to identify any changes that could be made within the business in the long term. Within the exit interview, the return of any Company property that the employee has in their possession will also be discussed and arranged.

Document Title	Issue No	IMS Ref
RESIGNATION POLICY	14	P 39



## RESIGNATION POLICY

### Restrictive covenants

The Company will inform the employee of the presence and parameters of any restrictive covenants contained in their contract of employment, if applicable.

If the restrictive covenant is breached, and a resolution cannot be found informally, the Company will consider applying for a temporary injunction to prevent the employee engaging in the restricted activity, prior to obtaining a permanent injunction.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

The NWH Group Ltd

Document Title	Issue No	IMS Ref
RESIGNATION POLICY	14	P 39