

Lam Construction Group

HR & Admin. Manual (HK)	Document No. : HRM 0900
Termination of Employment	

Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter Lam)
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	21-6-99	<ul style="list-style-type: none">- Replace Action Report Form No. from LAM/HRM/0900/F1 to LAM/HRM/0800/F1- Exit Interview Form revised to LAM/HRM/0900/F2a- Add "and the EVP – Group Services" in clause 3.2.2- Amend President to EVP – Group Services in clause 3.2.3			

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1.0 Objective and Scope

- 1.1 A clear and comprehensive termination policy will minimize the anxiety and trepidation among employer and employees. It could save the Company's cost if the termination would be handled properly.
- 1.2 To provide guidelines to the supervisor on how to layoff their staff should such action is necessary upon completion of a project. A properly structured plan will facilitate the retrenchment.
- 1.3 To provide guideline to the supervisor in case their staff resign voluntarily.

2.0 Responsibility

- 2.1 Supervisor / Project Manager should seek advice from HR & Admin. Manager before taking any actions.
- 2.2 Supervisor / Project Manager should inform HR & Admin. Manager as and when their staff submit resignation letter.

3.0 Procedure

3.1 Resignation

- 3.1.1 When their subordinates submit resignation letter, the BUOO / GSDH should forward the resignation letter to HR & Admin. Department.
- 3.1.2 BUOO / GSDH should confirm the last working day with HR & Admin. Department if there are differences between the actual release date and the date of the resignation letter.
- 3.1.3 HR & Admin. Department will check with the Accounts Department and the Admin. Assistant if any outstanding items owed to the Company by the resigned staff.
- 3.1.4 Process the final payment and conduct the exit interview by HR & Admin. Department.
- 3.1.5 The report of the Exit Interview will submit to BUEO for reference.

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3.2 Dismissal and Lay-Off

3.2.1 The Supervisor should complete the “Action Report” form which is available at HR & Admin. Department. In case of disciplinary action, the relevant procedures must be referred and observed.

3.2.2 Obtain prior approval from BUEO and the EVP – Group Services regarding the action.

3.2.3 BUEO / EVP – Group Services may invite HR & Admin. Department for assistance should the former would like to further investigate the causes of the action.

3.2.4 Completed “Action Report” should then be returned to the HR & Admin. Department.

3.2.5 Follow clause 3.1.2 to 3.1.5.

4.0 Process Flow Chart

Nil

5.0 Report

5.1 Action Report

5.2 Exit Interview Analysis Report

6.0 Standard Form

LAM/HRM/0800/F1 - Action Report

LAM/HRM/0900/F2a - Exit Interview Questionnaire

7.0 Appendix

Nil

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