



POLICY	Issue: 1.0
Exit Management Policy	Date: 09/01/2008

Policy Statement

This policy establishes the principles to be applied to manage those leaving the organisation whether by natural wastage or formal processes such as retirement, dismissal and downsizing.

The Civil Nuclear Constabulary (the Constabulary) will take all necessary measures to safeguard the employment of police officers and police staff and seek to create an environment in which they wish to remain. However, inevitably there will be occasions where natural, planned or unforeseen turnover of staff occurs, and in the course of these processes, we will ensure that individuals leaving the organisation will be dealt with respect, dignity and security. When an individual leaves the organisation we will strive to understand the reasons for leaving and take action to assist retention and organisation learning in this area.

We will take into account all statutory requirements and best practice in the development of processes to support the effective management of individuals leaving the organisation. In this way it is hoped that employees leaving the Constabulary will experience events which will aspire to the principles outlined above, and ensure that, as far as possible, should reengagement with the organisation be considered that it will be viewed positively.

Aims of the Policy

To ensure that employees leaving the organisation do so in a manner which is in keeping with our principles, is supportive of the employee and which protects the Constabulary's reputation as an employer.

This policy is enacted by the following management system documents:

Document Reference	CNC/XX/XXXX	Title Termination of Employment
Document Reference	CNC/XX/XXXX	Title Break in Service
Document Reference	CNC/XX/XXXX	Title Leave prior to ceasing employment ("Garden Leave") and Compromise Arrangements
Document Reference	CNC/XX/XXXX	Title Exit Interviews
Document Reference	CNC/XX/XXXX	Title Resignation
Document Reference	CNC/XX/XXXX	Title Retirement
Document Reference	CNC/XX/XXXX	Title Redundancy

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