



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/17	

Separations

The process of terminating employees varies depending on the reasons for termination. Separations are handled with the utmost care, especially in cases in which it is the BSST decision to terminate an employment relationship. BSST ensure that the process is respectful of each person involved.

Process Description

To manage employee separations, an organization Top Management must establish policies and procedures for managing the risks involved (e.g., conflict, legal action due to non-adherence to the labor laws/employment policy).

There can be following reasons for separating an employee from his or her job:

(1) **Voluntary Resignation:** If an employee resigns, he or she is asked to have a prior discussion with the Departmental Head and assign sufficient reasons for resignation.

(2) **Redundancy of the Position:** Sometimes when projects come to an end, organizations may not be able to provide continued salary to the project staff.

(3) **Abuse/Misuse/Unauthorized Work:** Employees who end up misusing their position or abusing their power or carrying out unauthorized work repeatedly after serving three warnings need to be given a termination notice.



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(4) **Retirement:** Organizations fix a certain age for retiring their employees after which they leave the organization.

(5) **Death**

