



RESIGNATION POLICY

Introduction

Should you decide to leave the Company, notice of your resignation should be given in writing to your line manager, stating your final date of employment. The amount of notice you are required to give is set out in your contract of employment.

Having tendered your written resignation and throughout your notice period, you are expected to keep the fact you have resigned confidential until the Company informs, or agrees with, you otherwise. Your line manager will make arrangements to discuss your departure and the official Company statement. You must not deviate from this unless it is expressly agreed with the Company in writing beforehand. In particular, you must not discuss your resignation with any of the Company's clients, customers, contractors or suppliers unless the Company informs you otherwise and then only in the terms agreed in the official Company statement.

An early leaving date may be mutually agreed, at the absolute discretion of your line manager and subject to the requirements of the Company's business.

A copy of your resignation letter will be forwarded to a director, who will formally acknowledge it, confirm your final day of employment and provide details of the final salary payments due to you and issue your P45.

Your line manager may invite you to attend an exit interview or ask you to complete an exit questionnaire. Further details of these are given below.

On your final day of work it will be necessary for you to return to your line manager any items of clothing, materials, equipment, passes, keys, etc which have been issued to you during the course of your employment with the Company.

On or before your last day of employment you must remove all personal belongings from the centre. The centre will not accept any responsibility for any personal belongings left behind. This includes all personal watersports equipment.

To allow a cooling off and adjustment period all staff that resign are not able to join the club and use any of the facilities for a period of 3 months. Staff that resign are not eligible for any staff or ex staff discounts.