

FROM MODULE PROPERTIES

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new content.  
some other new content

### Termination Letter

Dear  
Further to our meeting of (date) I (regretfully) confirm that your employment with us is terminated with effect from (date)/with immediate effect.

As stated at our meeting the reason(s) for terminating your employment with us is/are as follows:

- (Employer must clearly state reasons - transgressions and relevant policies if applicable)
- (Employer must clearly state previous warnings, informal, formal, written etc., and circumstances and person's response and subsequent behaviour/performance for each warning.)

(Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other leaving administration issues.)

(Clearly state actual leaving date, requirement or otherwise to serve period of notice, holiday pay, and other pay and pension details.)

(Clearly state the position regarding the employee's right of appeal, and state the appeal process and timescales.)

(Optional sign-off, for example: Thank you for your past efforts and all the best for your future endeavours.)

Yours, etc.  
name and position

(Optionally and recommended: attach, at the foot of the letter refer to, **a copy of your written disciplinary process**, and also attach and refer to **copies of written/printed evidence gathered during the employee's case**. This enables employees to understand clearly the case against them, and also the process and their rights during the disciplinary process, which are central to the principles of the employment dispute regulations.)

(Optional section at foot of letter, requiring person to sign, confirming receipt of the letter and any attachment(s), by way of returning a signed copy of this letter.)

### Harassment

Harassment of any kind will not be tolerated on this project or on the COMPANYY campus. Contractors and their employees are expected to comply with the COMPANYY policy prohibiting harassment and intimidation:

"The COMPANYY prohibits sexual or any other kind of harassment or intimidation, whether committed by or against a student, faculty member, supervisor, co-worker, vendor or visitor. Harassment has no place in our community, whether based on a person's race, sex, color, creed, religion, national/ethnic origin, age, handicap, sexual orientation or disabled veteran/Vietnam-era veteran status."

Contractors and their employees shall also comply with the COMPANY's Sexual Harassment policy which prohibits sexual harassment. A copy of the policy is available from Facilities Management [Comment: Name appropriate for your school] or on the web at: [Comment: Set link for your school]

Inappropriate actions or noises either on the construction site or in the surrounding area may be viewed as harassing behavior. Contractors shall instruct their employees to limit their contact with COMPANY personnel staff or students to professionally necessary interactions. Any occurrence of harassment will be cause for immediate termination and possibly removal of subcontractor from the site. The Contractor will strictly enforce these anti-harassment policies.



## Confidentiality

CLIENT agrees to keep confidential and not to disclose to third parties any information provided by COMPANY pursuant to or learned by CLIENT during the course of this Agreement unless CLIENT has received the prior written consent of COMPANY to make such disclosure. This provision shall survive expiration and termination of this Agreement. This obligation of confidentiality does not extend to any information that: 1) Was in the possession of CLIENT at the time of disclosure by COMPANY, directly or indirectly; 2) Is or shall become, through no fault of CLIENT, available to the general public; or 3) Is independently developed and hereafter supplied to CLIENT by a third party without restriction or disclosure.

## Indemnification

To the fullest extent permitted by Law, the (named party) will defend, indemnify and hold harmless [Institution], including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, or from the performance of its operations or services and for the acts or omissions of its directors, officers, employees, contractors or subcontractors, volunteers, participants, guests or any third party for whom it is responsible, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist in the absence of this agreement.

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