



Separation Policy - Sigmoid

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1. Purpose

Separation refers to the last stage in the employment lifecycle of an Employee. The Separation or Exit procedure provides a structured guideline for associates, who have decided to move out from Sigmoid permanently.

This policy ensures that Sigmoid extends support during the separation process and defines a smooth transition of the exit employee from the organisation.

2. Scope

Applicability

- a. This policy is applicable to all full-time employees including probationers of Sigmoid.

Not Applicable

- a. The employees who are not under the payroll of Sigmoid
- b. The employees who are working as Interns.
- c. The resignation of any employee would not be accepted by the organisation until the conclusion of a process or decision taken on the disciplinary action made by the employee.

3. Policy

Guidelines

Separation is classified based on the circumstances under which an employee separates from the organisation:

1. Resignation
2. Absconding
3. Retirement
4. Termination
5. Internship Completion
6. Contract End

1. Resignation

Resignation is categorised under Separation in which an employee voluntarily leaves the services of the organisation. Resignation is completely an employee's personal decision, not initiated by the employer. This is initiated when an employee provides notice of intent to resign through the Darwin box.

The below provisions apply when an employee submits resignation formally and the resignation is accepted by the organisation.

The organisation reserves the right to finalise the release date or last date for a resigned employee who resigns during long paid leave.

Notice Period

- a. Notice period is the number of days that an employee must serve in the organisation.
- b. Notice period will be effective from the date of receipt of formal intimation of resignation by Manager/HR.
- c. The employees must ensure completion of asset handover process prior to their release from the organisation.
- d. The organisation reserves the right to release the employee before default notice period tenure under special circumstances.

Note

- a. Confirmed employees have 60 days or 2 months of notice period.
- b. Employees on Probation have 30 days or 1 month of notice period.
- c. Waiving off such notice period will be at the sole discretion of the company.

Leave

- a. Any employee serving notice period is not entitled to take any leave apart from sick leave in case of medical emergency.
- b. An employee can avail the Sick leave and must apply in Darwin Box. If the leaves are more than 3 working days, then the employee must submit relevant documents to respective HRBP.

Retirement

- a. An employee is entitled to withdraw or transfer PF on Separation.
- b. On eligibility, an employee is entitled to receive Gratuity in FNF.
- c. An employee can connect with HR for specific forms that need to be filled for settlement claims.

Full and Final Settlement

- a. On resignation, the employee's salary would be on hold as per the notice period.
- b. Assets should be recovered before the release date.
- c. Recovery of any benefits provided to an employee, if any employee is leaving before the contractual tenure. This will include recoveries like Joining Bonus, Relocation Bonus, Retention Bonus, Notice period Buyout, Training or Certification expenses, etc.
- d. Unused earned leaves (if any) would be encashed on basic salary.
- e. An employee on resignation is not entitled for Annual increment and Bonus.
- f. Loss Of Pay (LOP) in notice period would be considered in FNF settlement.
- g. FNF would be paid to employees once all dues or recovery are settled by the employee.

Relieving Documents

- a. Relieving letter would be issued to the employee once FNF is completed.

2 Absconding

Absconding is the type of separation when an employee stopped coming to an organisation for a prolonged period without any prior intimation/communication.

- a. An employee stops reporting to work without any authorization from the Manager or HR and does not respond to any official mails/ communication from the organisation.
- b. An employee stops reporting to work after submission of resignation or after partly serving notice period and not responding to any official communications from the organisation.

Provision

- a. If an employee stops reporting to work after the planned leave and not resuming back to work and if the employee does not respond to any official communication from the organisation - It would be treated as Absconding or Unauthorised Absence and separation process would be initiated by the HR.
- b. If an employee continues to be absent from work for 3-18 calendar days without prior sanction of leave by the manager, Sigmoid reserves the right to initiate the separation process.
- c. An employee who is separated because of Absconding will not be considered as rehire in Sigmoid, in future time.
- d. The release date or last working day to be considered the day an employee has last reported to work.

Retirals

- a. The employee is entitled to withdraw or transfer PF on Separation.
- b. The employee is not eligible for Gratuity.

Full and Final Settlement

- a. Full and Final Settlement will be on hold unless the employee communicates back.

Termination Document

- a. A termination letter will be initiated by HR and emailed to the employee's personal email id and hardcopy of termination letter sent to employee's current and permanent address.

3. Retirement

Retirement is a type of separation where an employee retires from the employment on completing the age of sixty (60) years which shall be calculated as per the DOB submitted by employee with supporting documents during the joining formalities.

- a. The last day of the month in which an employee attains the age of retirement shall be considered as the date of retirement.
- b. The HRBP will initiate and facilitate the retirement process for the employee.

Retirals

- a. The employee is entitled to withdraw the PF and Gratuity.
- b. The employee can connect with HR for specific forms/documents needed for settlement claims.

Full and Final Settlement

- a. The FNF settlement will be done as applicable.
- b. FNF would be paid to employees once all dues or recovery are settled by the employee.
- c. Clearance from IT, Finance and HR for any loan/Dues/Payments/Outstanding amounts must be ensured on or before the last date.
- d. Post receipt of necessary clearance, the FNF settlement will be paid to the employee.

Relieving Document

- a. Relieving letter would be issued to the employee once FNF is completed.

4. Termination

Termination is an involuntary exit of an employee from the service. It may be initiated on various accounts not limited to below reasons. Discharge for cause remains at the company's discretion.

Employee would get advance notification from HR for below mentioned reasons:

- a. Performance Issue
- b. Absconding from duties
- c. Misconduct
- d. Violation of Code of Conduct
- e. Violation of Information Security
- f. Discrimination or harassment in the workplace

Provision

- a. If the employee's performance is not found satisfactory after giving regular feedback, Manager or HR may initiate a Performance Improvement Plan (PIP). Post PIP, if the employee's performance is still found unsatisfactory then Sigmoid reserves the right to terminate an employee on non-performance grounds.
- b. If an employee remains absent for a prolonged period (3-18 calendar days) without prior intimation, such absence will be treated as Absconding and employment will be terminated.
- c. Sigmoid may terminate employment of an employee if an employee is involved in an act of misbehaviour or indiscipline or any other act that may create a negative environment in the office premise.
- d. In case of misconduct, Sigmoid will investigate and initiate legal action against the employee.
- e. Organisation reserves the right to finalise the release date for the employee based on the termination reason.
- f. Employees whose services are terminated will not be considered as rehire in Sigmoid, in future time.

Retirals

- a. The employee is entitled to withdraw or transfer PF on Separation.
- b. The employee is not eligible for Gratuity.

Full and Final Settlement

- a. The FNF settlement will be done as per last drawn salary.
- b. FNF would be paid to employees once all dues or recovery are settled by the employee.
- c. Clearance from IT, Finance and HR for any loan/Dues/Payments/Outstanding amounts must be ensured on or before the last date.
- d. Post receipt of necessary clearance, the FNF settlement will be paid to the employee.

Termination Documents

- a. A termination letter will be initiated by HR and emailed to the employee's personal email id and hardcopy of termination letter sent to employee's current and permanent address.

5. Internship Completion

- a. Manager needs to intimate HR with the last working day for an intern to initiate the separation.
- b. The intern has to resign through Darwin Box.

Internship Completion Certificate

- a. Internship Completion Certificate will be provided to the intern post completion of internship and recovery completion (If any).

6. Contract End

- a. In case of contract end for Direct Consultant, manager has to give an intimation to HR



Contact

tm@sigmoid.com