

Separation Policy

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Circulation List	All Employees	Template Version: 1.0
Version Number	1.2	

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A. Voluntary separation

a. Resignation

1. PURPOSE

The purpose of this policy is to identify the guidelines that are necessary at the time employee separates employment from the organization through resignation.

2. SCOPE

This policy applies to all the employees including confirmed and probationers.

3. PROCEDURES AND GUIDELINES

- (a) Any employee desiring to separate from the organization should send a mail intimating about the formal resignation, to the reporting manager marking copy to Human Resource Team. Any other form of intimation will not be treated as resignation letter.
- (b) Employees will be relieved from the service of the company on:
 - Completion of the Notice Period of 60 days,
 - Completing all the assigned task by the Reporting Manager,
 - Handing over of all company properties/documents,
 - Non-Discloser Agreement (if not already in the records)
- (c) Management at its discretion may allow the team members to relieve early only in exceptional circumstances in lieu of payment of balance notice period.
- (d) The resignation acceptance mail will be sent to the employees within 7 working days of Resignation.
- (e) Leaves taken in Notice Period will extend the actual Notice Period of 60 Days (If taken it will consider as loss of Payment).

4. NOTICE PERIOD

- (a) The relieving date of the confirmed employee will be as per the standard notice period upto 60 days or as per terms and condition mentioned on Appointment letter.
- (b) The relieving date of the probationer's employee will be as per the standard notice period upto 30 days.

5. FULL AND FINAL SETTLEMENT

- (a) Full and Final Settlement Includes:
 - Salary will be paid till the date of relieving,
 - Settlement of travel claim (if any)
- (b) Full and Final Settlement Will Be Subject To:
 - Full and Final Settlement would be done in along with the last gross salary drawn
 - Full and Final Settlement would be done after completion of proper handing over procedures
 - Full and Final Settlement would be done within 45 days of relieving.

6. BUYOUT

- (a) Employee can buyout the Notice Period of 60 Days only with an approval from Reporting Authority, Human Resource and Management
- (b) Buyout will not be approved if:
 - Employee is assigned to a project or an assignment
 - Employee is a subject matter expert and required to support the product
 - Employee doesn't complete the knowledge transfer to a qualified resource
 - No qualified resource is available to take knowledge transfer

7. EXIT FORMALITIES

Exit formalities include the submission of the following on the day of relieving:

- ID and Access Cards
- SIM Cards
- Laptop with Accessories

In case any damage to the above-mentioned company asset, the same will be recovered in Full and Final Settlement.

8. TERMS AND CONDITIONS

- (a) The employee will be relieved from the services by the end of the day, subject to the completion of exit formalities and clearance from the department head.
- (b) Employee on probation is not eligible for the relieving documents
- (c) If the handing process is not complete, employee will not get the relieving documents and full and final settlement will not be done
- (d) Relieving documents will be issued on completion of all Exit Formalities

B. Non-Voluntary Separation

a. Termination

1. PURPOSE

An employee is considered termination from the company when the employee's employment relationship is permanently discontinued as a result of the action taken by the company.

2. CAUSES OF TERMINATION

- (a) Inefficiency
- (b) Absenteeism
- (c) Unacceptable Behavior
- (d) Poor Performance
- (e) Non-Adherence to the company policies and procedures
- (f) Breach of confidence and misconduct
- (g) Resignation in lieu of termination

3. FULL AND FINAL SETTLEMENT

- (a) Full and Final Settlement will be done only with the approval from the department head
- (b) Full and Final Settlement will not be done before 45 days after termination
- (c) In case of an absconding employee, full and final settlement will not be applicable

4. EXIT FORMALITIES

Employee requires to submit following assets of the company on the day of relieving as a part of exit process

- (a) ID and Access Cards
- (b) SIM Cards (if applicable)
- (c) Laptop with Accessories (if applicable)
- (d) Dongle (if applicable)

In case of any damage to the above-mentioned company asset, the same will be recovered in full and final settlement.

In certain situations, in certain situations employee may be terminated for reasons other than those listed above and the same will be at company's discretion.

Company has the right to terminate employee without giving any prior notice.

The company shall have the right to dismiss or discharge an employee for reasons other than listed here if an employee has acted against the interest of the company. The company as such is not responsible for any explanation and it has the right to terminate without any prior notice.

C. Other Type of Separation Policy

1. ABSCONDING

- (a) When an employee is absent from work for more than 7 days or more than that without any intimation, the services shall be terminated, and employee will be deemed as absconded.
- (b) When the employee leaves the organization without tendering his/her resignation or not following the proper process of separation the employee will be deemed as absconded.

2. MEDICAL GROUNDS

- (a) The services of an employee is terminated if he/she is found to be suffering from any infectious or disabling disease or any injury or affliction which makes him/her to discharge his/her duties effectively or if, after a period of sickness, the employee is declared unfit to work by the Company's Officer or assigned doctor or if an employee is absent from work or prolonged period on account of any physical or mental disability

NOTE: The policy is subject to change as per the changes in business needed.