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Version	Prepared	Reviewed	Approved
Date			
Signature	Original Signed		
Name	HR Team	Leadership Team	Head of the Organization
Original document will be filed with HR			

## 0.0 Process Owner

Human Resources

### 1.0 Objective :

The objective of the policy is to provide guidelines and procedures regarding employee's separation from Company services.

### 2.0 Scope:

This is applicable to all the employees on the rolls of the Company.

It is effective 1<sup>st</sup> Jan 14.

### 3.0 Notice Period Requirement:

The standard notice period requirements for all roles is as specified below, unless defined differently in the signed employment agreement contract, in which case the terms of the contract shall prevail.

Grades	Notice period Requirement for Confirmed Employees
Senior Manager and above	3 months
Manager and below	2 months

Grades	Notice period Requirement for Employees in probation
Senior Manager and above	1 month
Manager and below	1 month

### 4.0 Types of Separation:

Separation from the Company can be under any of the categories mentioned below;

- **Retirement** - The age of retirement for employees will be as enclosed below. Any employee attaining the age of 60 years shall retire on the last day of the month in which he/she turns 60 years.

- ❖ Whole time Directors : 65 years
- ❖ Others : 60 years

- **Voluntary Separation** – is a voluntary act, initiated by the employee, to formally provide the Company notice to end his/her employment from the services in the Company.
- **Involuntary Separation** – Severing of contract of employment by the Company.

## 5.0 Separation through Retirement:

- Any employee who is due for retirement will be given a Notice of Retirement at least 2 months in advance.
- Any employee attaining the age of 60 years shall retire on the last day of the month in which he/she turns 60 years.

## 6.0 Voluntary Separation through Resignation:

### Resignation and notice period:

- All employees are required to serve notice period as per the notice period requirement outlined in clause 3.0.
- Employees are encouraged to have an in person conversation with their Manager before submitting the resignation (via email /hard copy).
- The Manager shall forward the resignation to the Functional Head and the HR with remarks/observations, indicating the exit date, keeping in view the notice period requirement.
- Exit date shall be provided to the employee by the manager, after all discussions for retention have been completed in the Company.
- The notice period start date will be considered from the day the employee resigned, which is date of the email, sent to the manager and HR, stating intent to resign.
- Employees are expected to work with their managers to do an effective handover in the notice period.

## Exit Process in Voluntary Separation:

- During the notice period, HR will coordinate an exit interview with the employee.
- Feedback of exit interview will be kept strictly confidential and will be accessible to only HR and the Head of the organisation. Feedback may be shared with the others if needed.
- The employee shall contact HR well before the exit date to understand and initiate the exit formalities by getting the Exit form (annexure A) duly signed off from all relevant functions.
- The signed form shall be sent to Finance by HR for generating the Full and Final settlement (**FNF**).

## 7.0 Involuntary Separation through Termination:

### Reasons of Termination:

- Separation through termination may be as a result of disciplinary action for gross misconduct/violation of Tata code of conduct. In which case the Company is entitled to terminate the services of the employee without giving any notice.
- The Company could, for reasons other than the above, terminate the services of an employee. In which case the Company would give the employee the required notice /salary for the notice period.

### Absconding Employees:

- An employee would be considered “absconding” if he/she is absent from work for more than 3 days without prior intimation/approval from the manager.
- This would also apply in cases where an employee tenders his resignation but absconds prior to completing the notice period.
- In both the scenarios the Company shall undertake disciplinary proceedings against the employee which could lead to termination of services.
- In the event of termination, the employee shall be liable for notice period recovery.

- Employee will not be eligible for a relieving letter.

## 8.0 Non-performance during notice period:

- During the notice period if the organisation determines, wilful non-performance by the employee, then the Company reserves the right to hold back the issuance of relieving letter.

## 9.0 Relieving letter Process:

- The relieving letter would be issued to the employee post the Full and Final has been generated.

## 10.0 Notice Period adjustment/recovery:

- An employee's request to buy out part/whole of the notice period, adjust Privilege leaves or Basic Salary in lieu of shortfall in the notice period, would require prior approval from the Function head and the HR Head. Reporting Managers can make a recommendation, depending on the extent of work that needs to be handed over.
- In the event of insufficiency in PL balance /dues in Full and Final, the employee shall pay the pending recovery amount through online, cheque or DD in favour of "TASEC" and send it across to the Finance team, in the Delhi office.

## 11.0 FNF pay-out and other formalities:

- Salary on hold ;
  - ❖ If the employee serves 15 or more days in the exit month, the salary for the exit month would be put on hold and paid out along with the Full and Final settlement.
  - ❖ If the Employee serves less than 15 days in the exit month then the salary for the exit and the preceding month would be put on hold and paid out along with the Full and Final settlement.

- The pay-out of the FNF will be done ;
  - ❖ In the same month payroll, if the last working day is on or before 20<sup>th</sup> of the month.
  - ❖ In the next month's payroll, if the last working day is after the 20<sup>th</sup> of the month.
- The Company shall pay the dues, if any, online, through cheque or DD to the exited employee, on the same details as shared by him/her in the exit form. Ensuring the accuracy of such information is the responsibility of the employee.

## 12.0 Exceptions:

Any exceptions to this policy have to be approved by the Head of the organisation.

## 13.0 Policy Changes:

The Company reserves the right to add/delete or modify any of the provisions mentioned. Any changes to the policy shall be communicated with the applicable effective date.

## Annexure A

### Exit Clearance form

Exit Clearance Form					
Completion of this Form is mandatory for Final Settlement					
Name :		Designation :	Emp.No.:	Location/Reporting Manager :	
Date of Joining :		Date of Resignation/transfer /Termination :	Last Working Date:	Cost Centre :	
For Office use Only					
Clearance from	Clearance required for	Details		Name & Signature	Date
1 Administration	1 Company Leased Car (if applicable) 2 Company Leased Flat (if applicable) 3 ID Card 4 Calculator 5 Data card 6 Sim Card 7 Cell Phone 8 Visiting Cards 9 Guest House deductions, if any 10 Handover of office stationery 11 Handover of Drawer keys 12 Payment of residential telephone bills (last bill paid upto) 13 Any other Utility Item provided for Co. use				
2 IT	1 Laptop/Desktop 2 Pen drive/USB Hard disk 3 Printer/Scanner 4 Software CD/DVD 5 Domain ID Deactivation 6 E-mail ID Deactivation 7 Wi-Fi Service Deactivation 8 Share Drive Access Deactivation 9 Internet Access Deactivation 10 Any other IT Assets/Service				
3 Reporting Manager	1 Properly Handed over work / assignment 2 Handover of Keys, books, manuals, CDs 3 Project Clearance from customer (if applicable) 4 Date of Relieving				
4 HR	1 Date of Resignation/Transfer/Termination 2 Date of Relieving 3 Period of Service 4 Confirmation Status(Y/N) 5 Notice Period to be served 6 Actual Notice period Served 7 Shortfall in Notice Period 8 Relocation Expense Recovery 9 Training Recovery 10 Joining Bonus Recovery 11 Any other recovery (miscellaneous) 12 Leave availed in Notice Period 13 Medical Cards (deactivation of medical insurance) 14 Leave Balance Actual Leave balance	CL	PL	SL	
5 Accounts	1 Travel Advance 2 Salary Advance 3 Training / Certification cost (if any)				
For Employees to Fill Only					
Bank Name					
Bank Account Number					
Name as per Bank account					
Address / Telephone No. for correspondence					
Telephone Number					
E-mail Id :					
Disclaimer: I agree that all the information furnished above in the employee details column are correct to the best of my knowledge and if otherwise the sole responsibility of the same lies with me.					
Date & Signature of the employee					

**Annexure B**  
**Exit Interview Form**

<b>Name:</b>		<b>Employee Code:</b>
<b>Date of Joining :</b>		<b>Date of Exit:</b>
<b>Date of Resignation:</b>		<b>Location:</b>
<b>Designation</b>		<b>Function:</b>
<b>Direct Manager's Name:</b>		<b>Exit Interview submitted to:</b>
<b>Cost Centre:</b>		
<b>Personal Mail id: -</b>		<b>Personal Contact Number:</b>

The **objective** of this questionnaire is to elicit your honest, open and constructive feedback. All information provided by you will be kept confidential and used only for the purpose of organizational improvement and cognizance.

Section A		
1	What are the two most important reasons for you to decide to move out of the organization? **	
2	What is the nature of business of your new employer?	
3	What is the name of the your new employer?(Optional)	
4	What will be your new title? How does the compensation that you have been offered by the new company compare with what you were offered at Avana?	
5	Is there anything that could have been done differently that may have affected your decision to leave?	
6	Would you consider rejoining the organization in the future?	



Section B		
7	How did you find the morale in your team and the Company?	
8	What are the 2 major areas that need improvement in the organization?	
9	What were the 3 positive elements you saw in the organization?	
10	Did you experience growth in terms of level and responsibilities with adequate inputs/training?	
11	Was the job Satisfying? Did it add value to your knowledge base / career?	
12	Were you respected as an individual?	
13	Do you feel that you were fairly compensated for your position?	
14	In general, how would you describe your working relationship with your manager?	
15	How does your new assignment / job compare with that in TASEC (Erstwhile TAS-AGT), in terms of job specifications, designation, and compensation?	
16	Additional Comments	

# Separation Policy

Valid From 1<sup>st</sup> January 2014

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

** Some reasons for reference as reasons of leaving;	
1	Moving out of the area
2	Difficulty with work and Family scheduling
3	Limited career opportunities
4	Advancement opportunities
5	Inadequate pay
6	Inadequate benefits
7	A job offer you can't refuse
8	Spouse relocating due to better opportunities
9	Health
10	Desire to go overseas
11	Relationship with peers
12	Unable to cope with stress on the Job
13	Work environment /unfair treatment
14	Others

## Frequently Asked Questions

❖ Please note that FAQs are provided only to help interpret the main policy document. In the event of a conflict in the wording/interpretation between the policy clauses and FAQ, the policy clauses shall prevail.

1. Is the policy changing notice period?

*No. Notice periods have been standardized as described in the clause 3.0 in Oct 2013.*

2. Can my last working day be a Saturday Sunday or a Holiday?

*No, the last working day has to be a working day and not a Saturday/Sunday or holiday.*

3. What if my manager is travelling for work and is not available for a face to face conversation before I resign.

*In case the manager is travelling or is in a remote location, the employees are expected to discuss things over the phone and then follow it up with a mail to the manager.*

4. Can my notice period be waived off?

*Notice period shall typically not be waived. In exceptional circumstances there could be waiver based on the recommendation of the Functional Head and approval of the Head of the HR.*

5. Can I pay/buy out the shortfall in notice period served?

*Approval to adjust/buy out shortfall in notice period will be at the sole discretion of the Company and considered only post approval from Functional and HR Head.*

6. Can I adjust my SL leaves against the less notice period served?

*No.*

7. What if my PL leave balance and dues are not enough for the adjustment against shortfall in the notice period?

*In case your leave balance is not enough and the full and final amount also is less, you will have to pay the remaining amount through a cheque or DD in the name of TASEC to complete the exit formalities.*

8. What if due to some reasons the exit date changes, am I supposed to inform someone?

*It shall be the employee's manager responsibility to send the input to HR with adequate notice, about the change in the exit date, so that the exit formalities do not get hampered.*

9. My exit date is approaching. How many days in advance should I start the exit formalities?

*It is recommended that the employee approaches HR at least 7 working days before the exit date to initiate the exit formalities.*