

Hoonartek Separation Policy

V1.9

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Hoonartek Separation Policy

1.0 Scope

Outline the policy and procedure for the voluntary and involuntary exit from employment of Hoonar Tekwurks Private Limited. ("Hoonartek" and/ OR "Company").

2.0 Employment definition

Permanent Employee:

Any person who has been confirmed on the rolls of the company after successfully completing the probation period as per his/her appointment letter and the specific terms and conditions of employment applicable under the same and relevant HR policies of the Company.

Employee on Probation:

Any person who has not been confirmed on the rolls of the company and still completing the probation period as per his/her employment contract. The probation period would range from 3 months to 6 months, and the probation period may be extended on a case-to-case basis at the discretion of the Company.

Contractors:

Covered as per Agreements with Respective vendors.

Onsite deputation:

In line with section 6 of the employment letter for the employees the employees either permanent or on probation could be asked to work from client locations both within India and any part of the world. This policy also covers the separation process in the event of the employees on onsite deputation resigning from the services of the company.

There are many reasons for which an employee may choose or be required to leave employment with the Hoonartek. This policy describes the general categories of separation and outlines procedures to be followed.

3.0 Voluntary Separation

3.1 Resignation

The Resignation Request raised on Keka can be used as a request for Separation and same needs to be approved by Reporting Manager and is mandatory for Exit Clearances.

It is mandatory for the employee to serve the agreed notice period as per the terms of the employment mentioned in his/her appointment letter and carry out a handover of his/her work to the person nominated by the company. An employee shall not be permitted to take any leaves, or comp offs during the notice period. Any days taken off on any grounds will extend the notice period by the same number of days.

The employee is discouraged to discuss his/her resignation with any other party outside the company, notably any vendors, suppliers, commercial relationships, customers of the company. Doing so would be considered a disciplinary breach subject to disciplinary action. If working at the client site, the employee should not discuss the resignation with anybody else but the Reporting Manager. In any case the termination of services should not be discussed with clients or other coworkers within or outside the Company.

In the event it is found that the employee has refused to carry out his/her duties or not complying with aforementioned process during the notice period as per the satisfaction of the reporting authority, the company

reserves the right to extend the notice period to a period at the discretion of the reporting Manager/Delivery Head. If the employee is found to be in breach of his/her contract, the resignation will be declined, and the case shall be investigated for gross misconduct and initiate involuntary termination of employment.

Once the resignation is submitted, and if request for reduction of the notice period is made by the employee, the Reporting Manager at discretion shall consider reducing the notice period under unusual or extenuating circumstances and will inform HR Manager accordingly. In such cases the Company shall be at liberty and will recover the financial and other dues for the remainder of the notice in full from employee.

3.2 Job Abandonment

An employee who does not report to work for three consecutive working days, does not notify the Reporting Manager of the extent and cause of the absence and provides supporting documentation as required by this policy, will be considered to have abandoned his or her employment.

Job abandonment is a voluntary resignation without notice and precludes the employee from future employment with the Company. If this situation occurs, the Reporting Manager is to immediately notify the HR Manager via email with the details.

The HR Manager shall prepare and send an email to the personal registered email address of the employee. The notice shall advise the employee that he or she has abandoned his or her position and, therefore, has voluntarily resigned from employment. The notice also shall indicate the effective date of the resignation. Further, if the HR Manager may choose to inform the appropriate parties like law enforcement, clients, other companies about the abandonment of the job by the person. The effective date shall be the last day the employee was at work or on approved leave, whichever last occurred. The notification shall provide at least three workdays for the employee to respond with any extraordinary circumstances that the employee believes would warrant a reversal of the determination.

The HR Manager shall consider this information in consultation with his/her Reporting Manager and has the discretion to rescind the job abandonment/voluntary resignation.

Explanation: For the purpose of this section, “misconduct” shall include-

- (a) Absence from services without notice in writing or without sufficient reasons for seven days or more.
- (b) Going on or abetting a strike in contravention of any law for the time being in force; and
- (c) Causing damage to the property of his employer.

Thus, as per the misconduct definition at least 7 days of absence is mandatory to enable the company to terminate the services of the employee.

3.3 Death OR permanent disability

In the event of the death or permanent disability of an employee, his/her beneficiaries will be entitled to:

1. Gross salary for the month in which the employee's death occurs or end of the month the employee is terminated due to his/her permanent disability.
2. All permanent employees of the company are covered under the group health insurance, group personal accident and group term insurance. In event of death or permanent disability, the beneficiary will receive the sum insured as per the employee's eligibility.
3. Any other statutory benefits in accordance with the laws of the country.
4. Any insurance dues as provided per terms of employment or policy taken by company. This is due from the insurance company and the company will facilitate such claims.

3.4 Retirement

The retirement age for the employees of the company is 60 years. All benefits as per the government norms will be applicable as part of retirement benefits.

4.0 IN-Voluntary RESIGNATION/TERMINATION

In case of misconduct or gross misconduct, the company might terminate the employment of an employee without notice. In each case the company will investigate the instances of such misconduct and non-adherence to Company policies and procedures. In certain cases, the company might consider “Resignation in lieu of termination”.

Some of the reasons why the company might terminate employment are:

- i. **Non-Performance**
Continuous failure to meet assigned performance objectives despite regular feedback or support. Please refer to the link below for detailed information regarding the Performance Improvement Plan (PIP) process
<https://hoonartek.keka.com/#/org/documents/org/folder/414/document/25900>
- ii. **Indiscipline**
Repeated violation of company policies, procedures, or code of conduct.
- iii. **Misconduct**
Engagement in unethical, improper, or unprofessional behavior detrimental to the Company’s interests.
- iv. **Insubordination**
Refusal to comply with reasonable instructions from superiors or showing willful disregard for authority.
- v. **Theft**
Unauthorized possession or removal of company property, assets, or intellectual property.
- vi. **Falsification of Employment Data**
Providing false, misleading, or incomplete information during hiring or at any point during employment.
- vii. **Background Verification Non-Compliance**
Any discrepancy, misrepresentation, or adverse finding in the background verification report

All access will be disabled immediately including system access (email, internal tools, VPN, etc.) as well as building and network access will also be revoked. In cases of misconduct, security may escort the employee out immediately.

5.0 Knowledge Transfer

Upon resignation, the knowledge transfer process becomes a critical element to ensure a smooth transition and continuity of operations. The departing employees are responsible for documenting their key responsibilities, ongoing projects, and relevant procedures, as well as preparing comprehensive handover notes. This documentation should include detailed insights into current tasks, important contacts, and any pending issues that require attention. Additionally, the employee should engage in knowledge transfer sessions with their successor or team members to provide hands-on training and answer any questions. The manager will review and verify that all essential information has been effectively communicated and that the successor is adequately prepared to take over. This structured approach to knowledge transfer not only helps maintain operational efficiency but also minimizes disruptions and supports a seamless transition.

6.0 Notice period

In line with the appointment letter, for permanent employees, the notice period is three months (90 days) calculated from the date of resignation and accepted by Manager/Delivery Head on Keka. For employees on probation the notice period will be in line with their appointment letter. For employees at client site in India, the notice period will be governed by their employment status with the company (Permanent, Probation or contractual). For employees at international client sites (outside India) or have returned from international assignment, the notice period shall be as mentioned in their appointment letter.

The notice period can be settled by paying an average monthly salary for the last three months before resignation. It is up to the discretion of the Delivery Head to waive off partially or completely the notice period on a case-to-case basis. The discretion to accept pay in lieu of notice rests with the Company and the employee will be bound by any such decision, which will be taken based on work exigencies and therefore be required to work through the notice period.

The company reserves the right to release the employee prior to the notice period of 90 days, taking into consideration business needs and work exigencies and the company will not be liable to make any payment to the employee in lieu of the notice period.

Salary for last full 2 months shall be on hold and will be paid along with the Full and Final settlement and the company reserves the right to recover all necessary costs before settlement of full & final basis clearance from various departments.

Employee who resigns while he/she is onsite and fails to complete notice period, the company will recover both the India Salary and the Per Diem payment for duration onsite.

Employees are required to settle the Travel and Salary advances, Relocation Bonus, Joining Bonus, and any other Bonuses qualify this in full by cheque prior to their last working day else will be recovered in the full and final settlement.

Employees are also required to submit all company-related equipment and documents provided to the employee to discharge his/her duties effectively.

7.0 Leave requests during notice period

Any days taken off on any grounds may result in the extension of the Last Working Date or be treated as Leave Without Pay, at the discretion of the Reporting Manager and HR. Fixed Holidays only can be taken during the notice period.

Any Annual Paid Leave balance at the end of the notice period will be en-cashed along with the Full and final settlement. The leave encashment will be as per applicable as per Leave Policy of Hoonartek.

8.0 Return of Assets

The separating employee must return all company and client property in his/her possession at the time of separation, including but not limited to ID cards, Hoonartek access card, ULC access card, cell phones, keys, Laptops, and any other assets provided by the company to facilitate the employee to carry out his/her duties. Failure to return may result in recovery being initiated against the employee including but not limited to legal action to recover the company property.

9.0 Separation interview

The separation interview is conducted by HR. This gives the employee a chance to give constructive feedback, and to exit on a positive note, with good relations and mutual respect.

After the employee leaves the company, any written references sought by prospective employer should be routed through HR Manager only.

10.0 Benefits

Benefits like gratuity will be applicable as per the Compensation & Benefits Policy of Hoonartek.

Employee group Health insurance, group Personal Accident and group Term insurance will cease on the last day of employment.

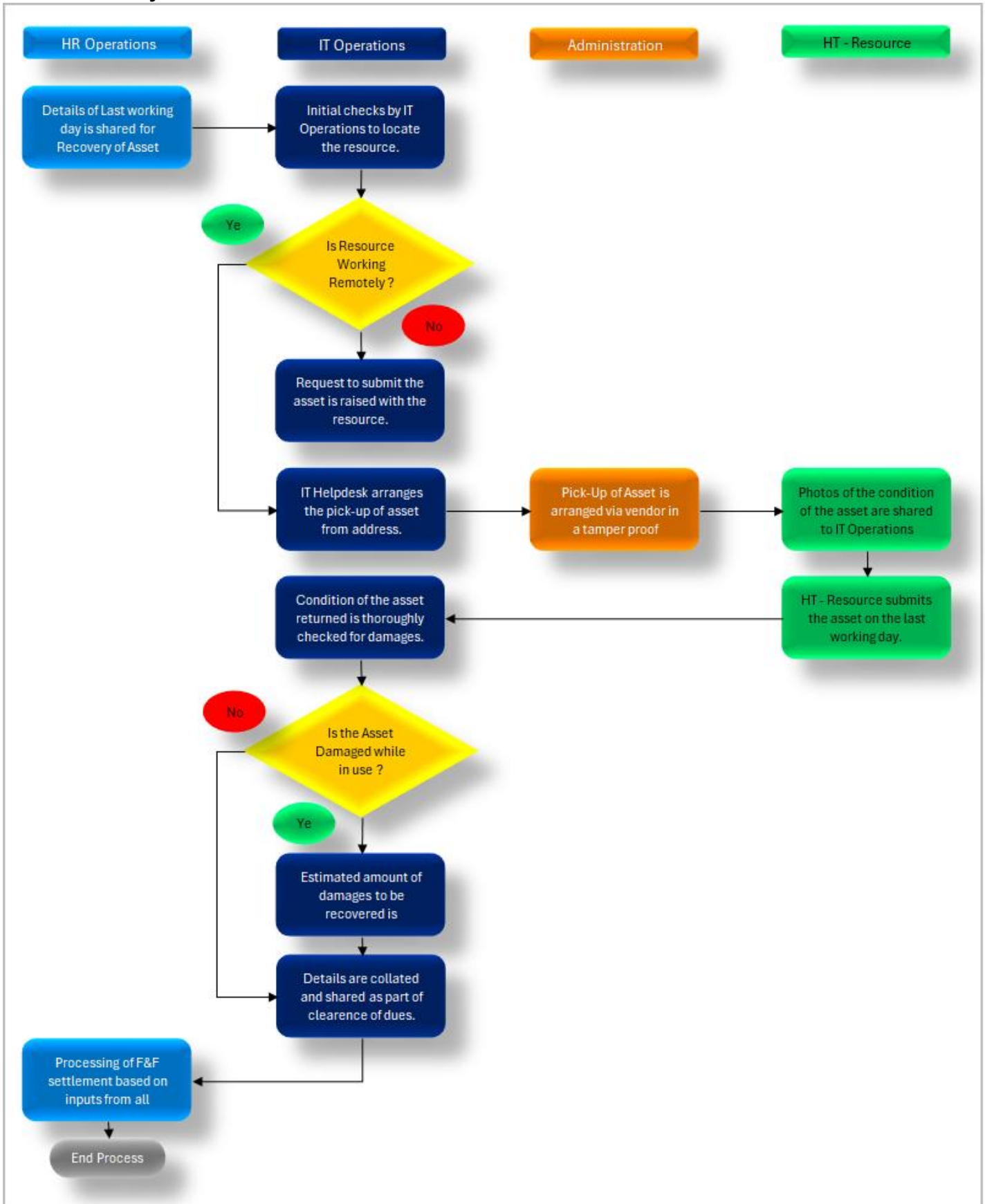
11.0 Relieving/Service letter

As per company policy, on the last working day of the employee, it is the responsibility of the employee to ensure that all the clearance or dues is completed 1800 hours before the given day on Keka/Exit Checklist. Separation clearances are mandatory for the Service letter and to process full & final settlement.

Company does not share relieving letters. HR will forward exit approval email on personal id post completion of exit formalities.

The Experience/Service letter will be issued between 30-45 days after the last working day along with the Full and Final settlement.

12.0 Recovery Of Asset Flow Chart



Document Version History

Version No.	Description	Date	Author	Reviewed and Approved By
0.1	First Release – Initial draft of the document for management review and approval	30-Sep-15	Kavita Tengshe	
1.0	Second Release – Final document after review and approval for circulation and implementation	01-Oct-15	Kavita Tengshe	CISO
1.1	Third Release – Leave clause updated	1-May-17	Kavita Tengshe	CISO
1.2	Fourth Release - Leave clause updated	2-Jan-19	Shilpa Hegde	Nishant Shukla
1.3	Fifth Release - Company name changed from LLP to Private Limited	30-Jul-21	Shilpa Hegde	Nishant Shukla
1.4	Sixth Release - Company logo change	31-Aug-22	Shilpa Hegde	Nishant Shukla
1.5	Seventh Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Shilpa Hegde	Nishant Shukla
1.6	Eighth Review – Flowchart for recovery of Assets added	14-Aug-24	Shilpa Hegde	Nishant Shukla
1.7	Ninth Review – Process of Knowledge Transfer added	16-Sep-24	Shilpa Hegde	Nishant Shukla
1.8	Tenth Review – IN-Voluntary RESIGNATION/ TERMINATION clause updated	25-Feb-25	Shilpa Hegde	Nishant Shukla
1.9	Eleventh Review – Table of contents added	10-Jun-25	Shilpa Hegde	Nishant Shukla

Document Review History

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0.1	First Review – No change suggested. Document signed off for implementation	01-Oct-15	Kavita Tengshe	CISO
1.0	Second Review - Leave clause updated	30-Apr-17	Kavita Tengshe	CISO
1.1	Third Review - Leave clause updated	1-Jan-19	Shilpa Hegde	Nishant Shukla
1.2	Fourth Review - Company name changed from LLP to Private Limited	29-Jul-21	Shilpa Hegde	Nishant Shukla
1.3	Fifth Review - Company logo change	30-Aug-22	Shilpa Hegde	Nishant Shukla
1.4	Sixth Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Shilpa Hegde	Nishant Shukla
1.5	Seventh Review – Flowchart for recovery of Assets to be added	14-Aug-24	Shilpa Hegde	Nishant Shukla
1.6	Eighth Review – Process of Knowledge Transfer added	13-Sep-24	Shilpa Hegde	Nishant Shukla
1.7	Ninth Review – Suggestion to update Involuntary resignation clause	21-Feb-25	Shilpa Hegde	Nishant Shukla
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