

**Separation Policy**

**Objective:**To ensure a smooth, transparent, and respectful exit process that safeguards both the organization’s interests and the rights of the separating employee.

### Types of Employee Separation

1. **Voluntary Separation** This includes:  
   * **Resignation:** When an employee formally chooses to leave the organization.
   * **Voluntary Abandonment:** When an employee stops reporting to work without notification and fails to return after multiple follow-ups.
2. **Involuntary Separation** This refers to:  
   * **Termination:** When the company ends an employee’s services due to performance issues, misconduct, or other valid reasons.

### Voluntary Separation (Resignation Process)

* The employee must resign via HRIS.
* The reporting manager must:  
  + Clearly state if the resignation is **accepted or not**.
  + Mention the **last working day** (relieving date).

### Notice Period Guidelines

* All employees are required to serve a **90-day notice period**, unless a different term is specified in their appointment letter.
* A **minimum of 45 days must be physically served in the office**.
* The remaining **45 days may be considered for buyout**, but this is **not guaranteed**. The buyout option is evaluated on a **case-by-case basis**, depending on project dependencies and business needs. The organization reserves the right to approve or deny the buyout based on operational feasibility. Additionally, early release—before the full notice period—is at the company's discretion and may be allowed **with or without recovery of the remaining notice period amount**.
* If an employee requests early release, it may or may not be approved. In such cases, a **recovery of the unserved notice period** may apply.

### Early Resignation & Financial Recovery

* If an employee leaves within the **first year of joining**, any financial support (e.g., joining bonus, relocation expenses, paid notice period) will be **recovered** during the **Full & Final (FNF) settlement**.

### Exit Process & Handover Responsibilities

1. HR will conduct a **structured exit interview**.
2. The resigning employee must:  
   * Submit the **Exit Clearance Form** and **No Dues Form** to HR/Admin.
3. The **Project Manager** must confirm:  
   * Completion of **knowledge transfer**.
   * Approval of the **final relieving**.
4. **Facilities & IT teams** will disable access to:  
   * Company systems, devices, office premises, emails, biometric login, etc.
5. **HR will:**  
   * Collect clearance from all departments.
   * Process the **relieving letter**.
6. **Accounts will:**  
   * Finalize and release **Full & Final settlement**.
7. **HR/IT will:**  
   * Deactivate email accounts and system logins.

### Incentives & Bonuses (During Resignation)

* If the resignation occurs **before the scheduled payout**, the employee will **not be eligible** for:  
  + Referral bonuses
  + Retention bonuses
  + Variable pay or performance incentives
* **All perks or bonuses are forfeited** for the year if an employee resigns mid-cycle.

### Notice Period Buyout Policy

* **Eligibility:** Depends on the project’s criticality and current role responsibilities.
* **Minimum in-office service:** At least **45 days** must be served.
* **Buyout for remaining days** (up to 45) is subject to **case-by-case approval**.

**Approval Must Be Taken From:**

* HR Manager
* Technical Project Manager
* Department Head
* Delivery Head / Project Manager

### Voluntary Abandonment of Services

* If an employee is **absent without notice** for **5 consecutive working days**, and does not respond within **21 calendar days**, it will be treated as **voluntary abandonment** of employment.
* The company will:  
  + Consider it as **repudiation of the employment contract** (not formal termination).
  + Remove the employee from payroll.
  + Proceed with legal steps if required.
* The company is **not liable to pay any notice pay** in such cases.

### Involuntary Termination of Services

* Reasons for termination include:  
  + **Fraud, theft, harassment, or other misconduct**
  + **Consistent non-performance**
  + **Violation of company policies**
* In most cases, the company will provide a **minimum 45-day written notice** before termination.
* However, in cases of **gross misconduct or fraud**, the company reserves the right to:  
  + **Terminate the employee immediately** without any prior notice.
* Termination will always be conducted:  
  + In line with the **Principles of Natural Justice**
  + In accordance with the **terms of the appointment letter** and Indian labor laws.

### Return of Company Property

Before the last working day, employees must return:

* Company laptops, ID cards, phones, security keys, and other issued assets.
* Employees are liable for any **damaged or unreturned items**, and costs will be deducted from the final settlement.

### Exit Documents Required

* Official Resignation or Termination Letter
* Full & Final Settlement Statement
* Exit Interview Form
* Exit Declaration Form
* Exit Clearance Form (No Dues)
* Last 3 months’ salary slips

All exit documentation will be securely stored in the **HR department** records.

### Exit Interviews

* Conducted by HR in a relaxed, one-on-one setting.
* Topics typically covered:  
  + Reason for leaving
  + Experience with the company/team
  + Feedback on policies, culture, and management
  + Suggestions for company improvement
  + Plans post-departure
* HR will analyze all exit data monthly. If recurring issues or trends are found, leadership will be informed for review and correction.

### Compliance Assurance

* This policy complies with all applicable **Indian labor laws**.
* HR is responsible for ensuring that all separations—voluntary or involuntary—are handled **fairly, professionally, and legally**.