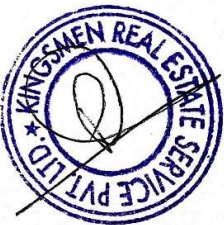


## **Termination Policies**

Termination policies at Kingsmen Real Estate are designed to provide clarity and fairness. During probation, the company reserves the right to terminate employment without notice, while employees cannot resign without incurring penalties. Post-probation, employees must comply with notice period requirements as stipulated in their employment contracts. Failure to do so may result in salary deductions. Grounds for termination include unsatisfactory performance, policy violations, misconduct, or theft. Termination notices detail reasons, and employees are given an opportunity to provide their response before a final decision is made. Upon termination, all company assets, such as laptops, documents, and digital access credentials, must be returned. Any unreturned or damaged property may lead to legal actions or withholding of dues. Confidentiality obligations remain enforceable even after employment ends. Exit interviews help gather employee feedback and ensure smooth transitions. These policies aim to safeguard company interests while ensuring employees are treated fairly and in compliance with labor laws.



Signature



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