

	Qubify Technologies Pvt Ltd	Doc. No.:
	HR Policies	Rev. No.: 00
	Exit and Separation policy	Issue Date: Dec 2024
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Objective:

Employee separation is an inevitable activity within any organization. The objective of this policy is to enable smooth separation of employee based on equal opportunities

Scope:

This policy is applicable to all permanent employees of Qubify Technologies

Intent of Separation Policy:

This policy details the necessary procedures, entitlements & guidelines during the separation of an employee from Qubify Technologies. There are two types of employee separation, Voluntary and Involuntary. Both separations require different guidelines to handle effectively by keeping image of Organization in mind by HR Department and other stakeholders.

- A. Voluntary Separation**
- B. Involuntary Separation**

A. Voluntary Separation

a. Resignation:

When employee decides to terminate his/ her terms of employment for better opportunity or any other personal reasons and intimate management in writing via E-mail, general mail or handwritten/typed hardcopy will be considered as resignation.

If an employee tenders his resignation then he/she has to serve notice period as per their terms of employment. Notice period has been defined as bellow:

Level	Employees on Probation Period	Confirmed Employment
Executive	15 days	30 days
Manager/TL/Assistant Manager & Equivalent	15 days	30 days
Senior Manager & Equivalent	15 days	60 days
Management Level	-	90 days

Procedure for Resignation:

- Qubify Technologies keeps fair expectation from their employees that before resigning, the employee should discuss with the Reporting Manager/ HOD/ Functional Head and HR Department to provide reason for leaving and if possible, what can make them stay back and continue their job
- All resignation must be addressed to Reporting Manager and submitted via e-mail or hardcopy and intimate simultaneously to the HR Department and HOD/ Functional Head
- The resignation should state the last day of work, in writing and signed by the employee
- Reporting Manager will discuss with employee and HOD/ Functional Head to finalize process of transition, date of relieving or any other issues

- Any employee who intends to get relieved from the services in between the Service period / contract period shall tender his/her resignation in advance as specified in the appointment letter
- Employees who are under the probation period shall resign with 15 days' notice period
- In case employee does not serve notice period or requests for early relieving from stipulated time of notice period, employee needs to pay equivalent amount of the salary for that aforesaid period
- Management has discretion to waive off employee's notice period as goodwill gesture in case management finds employee has a valid and justifiable reason for leaving early.
- Employee's Salary for the days worked during the notice period will be settled along with other dues as a Full & Final Settlement
- During notice period, all leaves will be considered as Leave Without Pay (LWP) and under no circumstances it can be adjusted against any balance leave
- Benefits and perquisites will be given to the employee on Pro-rata basis at the time of separation
- When the resignation has been accepted by HOD/ Functional Head, but requires final discussions with the resigned employee or trainee, HR Team shall undertake the final discussion
- With a view to gather feedback from the employee who has submitted his/her resignation, the HR Department will conduct an Exit Interview
- Resignation Acceptance Letter shall indicate the date of relieving and advising the employee to return and handover the Organization properties or document(s) if any
- Full & Final settlement is subject to submission of "No Dues Clearance Form" duly signed by respective Authorities

Handing Over

- Any employee who tenders his/her resignation will be on notice as per the agreed employment terms. During that tenure it's the moral responsibility of such employee to hand over his possessions and properties belonging to the Organization to the assigned person/supervisor/manager before relieved from his/her services
- Supervisor/Manager shall initiate the process, and the newly joined/appointed employee will take over the responsibilities from the outgoing employee by signing his/her Handover form on the last day of working
- The outgoing employee shall furnish all the information/documents relevant to the profile with the newly joined/appointed employee for smooth functioning
- On the last working day, the outgoing employee shall ensure his/her Handover Form, with obtained signatures of the concerned, reaches the HR Department to process his/her Full and Final Settlement
- On the closing hours of the last working day, the employee's service comes to cessation, and he/she stands relieved from his/ her duties

b) In Case of Separation Due to Death

- On account of Death of the employee, all processes are followed as per the above-mentioned Sub-sections describing No Dues Clearance & Full & Final Settlement
- Cheque of dues and others is paid to the declared nominee(s) of the Employee

B. In Voluntary Separation

a) Absconding from Services

There are many cases when employee leaves the Organization without any information or take prolonged leaves from Organization without any intimation to Reporting Manager or HR Department. In such circumstances, Organization is liable to start the process of absconding as per the below guidelines and may terminate the terms of employment

Procedure for Absconding

- If an employee is absent from their duty for more than three days without information to Organization, this is duty of Reporting manager to inform HR Department and their HOD/ Functional Head to initiate the absconding process
- First absconding letter is issued to the employee to ask for the reason of absconding and give three days' time to join back or give proper satisfactory reasons for not coming to duty
- In case employee fails to report on duty or does not reply within three days, HR Department will issue second absconding letter and give three more days to join duty or inform Organization about the reasons for absconding
- If still Employee fails to join duty or does not provide valid reasons for absconding, HR Department will initiate Termination process after ten days from the date of absconding and send termination letter to employee
- All communication should be sent on employee's permanent and current address as per the last updated records through register AD post and via e-mail if employee have mentioned in records
- All documents need to be filed in the employee's personal file for future references
- HR Department will initiate F&F process and in case there is any recovery, organization may take legal action against absconded employee or file police case in nearby Police station

b) In Case of Termination

On Various occasions, Organization must take very strong action against employee to terminate their services with immediate effect; following are the reasons due to which an employee may be terminated:

- Prolonged indiscipline habits
- Continuous poor performance
- Breach of the code of conduct
- Integrity and unethical practices

- Dual employment
- Involve in any criminal activities
- Any other activities which lead to adverse effect on Organization businesses and/or image

Procedure for Termination

In case of Termination due to any above reasons, a management committee will take the final decision after following equal opportunities and natural justice philosophy. Once decision has been taken employee will be relieved the same day and following processes are undertaken on the same day

- NO DUES CLEARANCE FORM needs to be duly signed by respective HOD
- Full & Final Settlement cheque will be handed over (or within 7 days)
- All Legal dues paid, and receipt obtained from the employee (or within 7 days)
- Immediate Handing over of all information and Organization assets

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned employee through the HR Team

Exit Interview:

The Employee or Trainee who has submitted the resignation shall attend the Exit Interview to share his or her opinions and views on the Organization's policies, procedures, systems and practices for improvement in these areas.

- An Exit Interview is arranged and conducted by the HR Department
- Exit Interview shall be conducted before processing Full & Final Settlement
- In case of Separation owing to Termination NO Exit Interview is conducted

Procedure of and Full and Final Settlement:

- HR Department representative will conduct an exit interview, and the employees will be asked to share their feedback in writing via mail or letter.
- It is absolutely mandatory for all employees to attend and adhere to the exit interview process. Failing to complete the exit interview process, Full and Final settlement and service certificate of the outgoing Employee will be kept on hold till the Exit Interview process is completed.
- The relieving date for the employee shall be mutually discussed and settled after accepting the resignation and needs to be communicated to the employee within 10 working days of receiving the resignation by the concerned HOD/ Functional Head. Normally the employee should be relieved at the end of the stipulated notice period
- All voluntary resignations will require serving of the mandated notice period, in accordance with the terms of the appointment letter and policy prevalent in the Organization
- When employment ceases due to resignation/retirement/termination, the employee will return all properties of the Organization to his/her possession or custody and repay all dues owed to the Organization, if any. It is the responsibility of the concerned HOD/ Functional Head in conjunction with HR department to ensure proper handover of Organization properties

- An employee on severance of service in the event of resignation / retirement / death/ termination shall be entitled to the following:
 - a. Encashment of Earned leaves, as applicable
 - b. Provident fund account shall be settled or transferred to the new employer depending upon the request of the ex-employee and the prevailing P.F. rules as per Government of India
 - c. The gratuity amount will be paid as per the prevalent rules in India
 - d. Service certificate shall be provided by HR department
 - e. The Organization shall have the right to adjust the loans, advances and other dues as applicable against the amount payable to the employee
- The No Dues clearance form/email, duly signed by the concerned HOD/ Functional Head, shall be submitted to the HR Department before the employee is relieved to ensure payments of all dues recovered before full and final settlement of employee
- HR Department will prepare a 'Relieving Letter' for the employee in duplicate. The letter shall specify the duration of employment, date of relieving the employee from the services of the Organization and the last designation held by the employee. This will be signed by the HR Team. This will be handed over to the employee and a copy of the same filed in his personal file. Relieving Letter and Service certificate are issued to the employee within 10 working days of employee getting their full and final settlement
- Relieving letter will not be issued to employees who have absconded from the Organization or who have not completed the 'No Dues' process.
- Full and final payment shall be made to the employees within 45 days of their separation from the Organization subject to satisfactory clearances
- Benefits and perquisites shall be calculated on the Pro-rata basis at the time of separation. The full and final payment shall be made after the No Dues Clearance Form is completed.
- Employee is required to submit the completed "No Dues Clearance Form" to HR Department who will then coordinate the full and final settlement to the Account Department.
- Notice pay equal to the amount of 'Basic Salary' will be recovered from the employee in the event of failure to serve the notice period unless agreed otherwise in the discussion between the Organization/Management and the employee
- HR department will hand over a No Dues Clearance Form to the employee for inter departmental clearance. The employee will be relieved from the services of the organization subject to completion of the No Dues Clearance form
- In case there are recoveries from the employee, the employee will be allowed to leave the Organization on the last day, but the service/experience certificates are issued only after clearing the pending payments

DEC 2024	0	New Policy	Human Resources Department	Mr. Chitranshu Sharma Managing Director
Date	Rev No	Brief Description of the Changes	Prepared by	Approved By