

Espire Infolabs Private Limited
Software Division

Information Security Management System

Separation Policy

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**486 & 487, Udyog Vihar Phase-III,
Gurgaon-16, INDIA**

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	Name	Role	Signature
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Document Revision History		
Version	Release Date	Change Description
1.4	November 01, 2015	Updates: Changes made in Notice period
1.5	December 01, 2015	Updates: Changes made in Exit Interview and addition of Disabling Logical and Physical Rights sub heading
1.6	July 19, 2016	Updates: a) Separation Policy updated, Notice period revised. b) Clause for Separation due to absconding, involuntary resignation and contract termination has been added.
1.7	June 30, 2017	Updates: Authored by person changed
1.8	April 01, 2018	Updates: Reviewed
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2.3	March 30, 2023	Update: Annual Review
2.4	March 29, 2024	Update: Annual Review
2.5	March 03, 2025	Update: Annual Review

1.1 Separation Policy

1.1.1 Objective

To provide guidelines and to ensure the smooth relieving of the employees regarding separation from employment. To the extent possible, departures will be planned, implemented, and evaluated to ensure that each employee is provided the opportunity to leave the position with his or her professional integrity intact.

1.1.2 Scope

The policy shall covers separation due to Voluntary Resignation, Retirement, Termination, Involuntary Resignation & Absconding from Services.

- **Resignation:** A resignation is a voluntary separation from employment. If an employee wishes to resign from the Company for his/her own reasons, he/she is expected to abide by the terms and conditions of separation as specified in the letter of appointment.
- **Retirement:** Retirement is a voluntary separation from employment for reasons of age and service or medical condition.
- **Employee Termination:** A termination is an involuntary separation from employment. The Company may terminate the services of an employee with immediate effect upon the happening of one or more events as specified in the causes of termination by the Company in the terms of appointment letter. The Company is not bound to give any notice period/compensation in lieu of notice period to the employee in such a case wherein the employee is charged with any fraudulent activity/ gross negligence of work or breach of trust/ sexual harassment at work.
- **Involuntary Resignation:** The organization is committed to facilitate an employee to improve his/her performance levels if these are not as per the expected standards. It is with this purpose that a PIP (Performance Improvement Plan) will be formulated. However, if an employee still fails to deliver expected results, the services may be terminated. Management has the discretion to follow the notice period or relieve the employee immediately from the services in such a case, as per the terms of appointment.
- **Absconding/Voluntary Abandonment of Services:** In case if an employee is found absconding without prior information for more than 4 consecutive days, it shall be deemed as misconduct and may lead to strict disciplinary action including written warnings up to a maximum of 2 times. A notice advising to report back will be sent if an employee is found absenting for 4 consecutive days. If an employee does not report back to work, a final notice shall be sent after 3 calendar days of first notice.
 - In case if the employee fails to reports back/revert with substantial reasons by the advised date of reporting back as in the final notice issued, his/ her services may cease to exist without any further notification to report back and a letter to that effect will be sent by HR notifying the termination of services with immediate effect. Management will not be liable to pay any compensation in leui of notice period in such a case wherein services are ceased owing to absconding and not reporting back/ not resigning voluntarily.
 - The full and final settlement process would be completed only after the absconding employee returns all official belongings to the HR.
- **Death While in Service:** All dues are to be settled in favor of the nominees as appearing in the records after ascertaining the identity of the nominee.

- **Contract Termination:** This is applicable for all the resources on contract, he/she is expected to abide by the terms and conditions of separation as specified in the letter of Contract.

1.1.3 Applicability

All employees on payroll of Espire Infolabs Pvt. Ltd, on direct contract or 3rd party contract with Espire Infolabs Pvt. Ltd.

1.1.4 The procedure for Voluntary resignation and Full and Final Settlement

- a) Espire Infolabs is always unhappy to see an employee resign, but if an employee has decided to do so and leave the organization prematurely, s/he must give a letter of resignation to the reporting manager of his / her department with a copy to HR.
- b) As per HR Policy, employee is expected to serve notice period as per policy. Any exceptions need to be discussed and mutually agreed with the Reporting Officer and communicated to HR, specifying the last working day.
- c) Once the resignation is accepted, HR shares the Full & Final Clearance Form with resigned employee 2 days in advance as per his/her last working day. The Clearance form needs to be approved/signed by the reporting manager and by other concerned functions like Finance, Administration, Quality, MIS & HR in order to complete FnF formalities.
- d) Employee should also attach pending claims, if any.
- e) No Dues Form duly signed must be sent to the HR department.
- f) Once HR has received the confirmation of last working date from the Reporting officer and completed No Dues form by the employee, HR will issue relieving letter subject to all official property having returned by the employee.
- g) The employee will be required to complete an exit interview with the Human Resources Department. During the exit interview, the employee can express him/herself freely.
- h) HR will initiate Exit Interview process. The exit interview will be conducted by HR on last working day of employee to know the reasons and other relevant matters of employment. All information will be kept strictly confidential and will in no way affect any reference related information that Espire Infolabs management will provide to another employer about the concerned employee.
- i) PF and Superannuation are settled separately on receipt of the prescribed form.

1.1.5 Notice Period

Notice period has to be served by all employees of the Company who are either on probation or are confirmed employees of the Company in India. The notice period applicable for all the employees on Espire India payroll are:

- **1 Month** during Probation
- **3 Months** upon Confirmation

For Trainee's:

- **1 Month** for Trainees

Basic salary for the notice period applicable to the different categories of employees as above, shall be paid or recovered, as the case may be, in lieu of notice period or shortfall in notice.

Waiver of notice period or pay in lieu of notice period upon resignation shall need to be authorized by the CEO/MD/COO.

1.1.6 Disabling Logical and Physical Rights

To ensure that integrity and confidentiality of information is maintained, logical and physical rights of employee will be disabled within 24 hours from his/her last working day.

An exception will be given on Reporting Manager approval for the continuation of logical rights in case employee is directly involved in client interaction or his/her nature of work affects business continuity and the rights for same will be given to Reporting Manager only.

Administrative Note:

- Only HR is authorized to issue any Relieving letters/Experience Letters/Referral letters for separating employees. Any requests from separated employees/their future employers should be forwarded to HR for the needful action.