



SPECTRON

At Will Employment Policy (Employment Relationship Policy)

Effective Date: 05.01.2026

Revision: 01

Approved By: Management

Applicability: All eligible employees across functions and locations

1. Purpose

The purpose of this policy is to clarify the nature of the employment relationship between the Company and its employees, including conditions relating to continuation, resignation, and termination of employment.

2. Scope

This policy applies to all employees of the Company unless otherwise governed by:

- A specific written employment contract, or
- Statutory provisions under applicable labour laws

3. Nature of Employment Relationship

Employment with the Company is based on **mutual trust and confidence** and may be discontinued by either the employee or the Company, **subject to applicable laws, contractual obligations, and due process.**

Nothing in this policy shall be interpreted as:

- Guaranteed employment for a fixed term, or
- A promise of continued employment regardless of performance, conduct, or business requirements

4. No Guaranteed Tenure

Employment with the Company does **not create a right to permanent or lifetime employment.** Continuation of employment depends on factors including:

- Performance
- Conduct
- Compliance with Company policies
- Business and operational requirements

5. Resignation by Employee

SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001 : 2015 Certified Company

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- An employee may resign from employment by providing **written notice** as specified in the appointment letter.
- The employee is expected to serve the notice period or comply with notice pay provisions, as applicable.
- All Company assets and responsibilities must be duly handed over before the last working day.

6. Termination by the Company

- The Company may terminate employment due to:
 - Performance issues
 - Misconduct or policy violations
 - Redundancy or business exigencies
 - Closure, restructuring, or operational requirements
- Such termination shall be carried out:
 - In accordance with **applicable labour laws**
 - With **notice or notice pay**, wherever required
 - Following **principles of natural justice**, where applicable

7. Exceptions to At-Will–Style Understanding

This policy does **not override**:

- Industrial Disputes Act, 1947
- Shops & Establishments Act (State-specific)
- Factories Act, 1948
- Standing Orders, if applicable
- Any statutory protection available to workmen or protected categories

8. No Implied Contract

This policy, the employee handbook, or any Company communication shall **not be construed as a contract of guaranteed employment**. Only a **written agreement signed by authorized representatives** can modify employment terms.

9. Authority to Modify Employment Terms

Only the Management, through a written document, has the authority to:

- Enter into fixed-term employment contracts
- Alter notice periods or termination conditions
- Make exceptions to this policy

10. Statutory Compliance

This policy is framed in compliance with applicable Indian labour laws. In case of any conflict between this policy and statutory provisions, **the law shall prevail**.

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11. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy at any time to ensure legal compliance and alignment with business needs.

Employee–HR Communication on Employment Relationship

Employee: Does this mean my employment can be terminated at any time without reason?

HR Representative: No. In India, employment is governed by labour laws. While employment is not guaranteed for life, any termination must follow applicable laws, notice requirements, and due process.

Employee: Can I resign at any time?

HR Representative: Yes. You may resign by giving the required notice as mentioned in your appointment letter or by complying with notice pay provisions.

Employee: Is this the same as US-style at-will employment?

HR Representative: Not exactly. This policy explains that employment is not guaranteed indefinitely, but it is **always subject to Indian labour laws**, which provide protections to employees.

Employee: Thank you for clarifying. This makes things clearer and fair.

HR Representative: You're welcome. Transparency in the employment relationship is important to us.

Yours Sincerely,

For **Spectron Engineers Pvt. Ltd.**

Authorised Signatory

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