Employee Separation

Employee Separation Policy Objective

Xoriant Solutions Private Limited (“**Company**”) strives towards providing a fruitful experience to each of its employee. This policy seeks to provide streamlined and smooth transition with minimal inconvenience to exiting employees in terms of their handover, transition and separation from the Company. An exit can be either due to an employee resigning from the Company or the Company terminating the services of an employee. This policy covers both scenarios.

Scope and Applicability

This policy is applicable to all Xoriant India employees, direct contractors appointed by company and contractors appointed by third party contracts.

Exit Process

Types of separation

* Retirement: employees who will be attaining the age of normal retirement (58years) will retire from services. Information about the retiring employees is provided by HR to the Reporting Manager for organizing succession.
* Resignation
* Death of the employee.
* Absorption by Client/Transfer to Xoriant Corporation.
* Termination: Termination can be on account of:
  + Non–Performance
  + Abandonment of Service/Absconding: Absence from services of Xoriant Solutions Pvt. Ltd. without communication or consent.
  + Misconduct/Fraud/Theft/Indiscipline/Moral turpitude.

Resignation

Any employee who decides to resign from the services of the organization informs the Reporting Manager /HR about his/her wish to resign from the services of the company and serves a notice period of 60 calendar days except US Staffing employees whose notice period is 30 calendar days.

For direct contractors appointed by company and contractors appointed by third party contracts, separation is initiated as and when the contract between the two parties legally ends or if the contractors fall in any of the other categories i.e. Termination/Death/ Abandonment of Service/Absconding/ Non – Performance / Misconduct /Fraud/ Theft/Indiscipline/Moral turpitude.

## Steps to be followed in the event of Resignation:

Step 1**:**The employee submits his/her resignation on the internal portal e-Konnect.

Step 2**:**Mail gets triggered to employee’s manager and Location HR stating details of resigned employee.

Step 3**:**HR and Manager meet the resigned employee to understand the reason for resignation and reach a mutual consensus on whether the employee is to be retained.

Step 4**:**If employee is not to be retained or doesn’t intend to continue with his/her services, manager accepts his resignation on e-Konnect. Employee, HR and all support functions receive the mail of acceptance of resignation which specifies the last working date of the employee.

Step 5**:**Employee starts handing over his/her responsibilities to the employee replacing him/ her during the notice period. Manager makes sure that the hand over is complete from the outgoing employee to the employee replacing him /her before the outgoing employee’s last working day in the company.

Step 6**:**On the last working day of the employee he/she settles all outstanding dues with the company. All support functions and Manager give their clearances on e-Konnect.

Step 7**:**Employee meets Project HR for an Exit interview after receiving all clearances.

Step 8**:**System generated Relieving/Experience letter gets triggered to the employee on his personal mail id on the next working day of his exit.

Step 9**:**Access rights of the outgoing employee is revoked by all the support departments.

Termination on account of Non – Performance

Definition of Non – Performance

The following indicators will amount to non – performance:

* Rejection from more than two clients despite meeting the initial screening criteria
* Unsuccessful Performance Action Plan

In case of above two reasons, the employee, direct contractors and contractors appointed by third party contract’s will be informed about the non-performance and organization’s decision to relieve him/her.

Steps to be followed in the event of Termination

Step 1**:**The HR representative notes the "Date of Likely Relieving" as finalized between the employee and immediate Reporting Manager.

Step 2:The Manager starts the process to identify the replacement for exiting employee and an existing employee starts handing over his/her responsibilities to the employee replacing him/ her on the same day.

Step 3**:**Full and final settlement of the candidate is done as per the last date communicated to him by the Manager and HR.

Termination of Absconded Employees

Definition of Absconding **:**Employees/ direct contractors appointed by company and contractors appointed by third party contracts who have not reported to duty without any prior written intimation by E-mail / fax / letter by Register AD or courier and absent themselves for a continuous period of 10 days (including all intervening holidays) will be assumed to have absconded.

* Reporting Manager must inform the HR team regarding employee’s abscondence via email.
* HR issues the Separation Notice to the last known postal / email address of the employee via registered A.D. before issuing final termination notice in case employee is not responding to emails and is not reachable over phone.

Termination on account of Misconduct/Fraud / Theft / Indiscipline/ Moral turpitude

* HR informs the Employee/ direct contractors appointed by company and contractors appointed by third party contracts about the fraud/theft and Management’s decision to relieve him/her from the service. This will be actioned on an immediate basis.
* HR initiates and authorizes employee’s separation on e-Konnect as per the last date employee was available in office.
* The files and documents pertaining to the above concerned employee are put in cold storage for a minimum period of 3 years. ‘Cold storage’ would mean that no action whatsoever with respect to the concerned employee’s full and final settlement, original documents if any would be taken/released for that period.
* The above period of cold storage is at the discretion of the management.
* The concerned employee will be liable to face the necessary legal action / proceedings taken by the company for fraud / theft / indiscipline.

Responsibilities of Departments

Facility Management

* Will take care of the Assets of the resigned/Terminated/Absconded Employee
* The employee hands over his/ her Company ID card - The Admin personnel takes control of keys and important documents from outgoing employee’s possession
* Physical Security (User access to the premise, proximity access card and other office belongings to the Admin personnel)
* Admin has the right to hold resigned employees from re-entering the company premises after the last working day.
* Admin ensures the completion of PF form formalities from the employee, in the eligible cases.

Finance

* Finance will complete the full and final settlement of the employee which will be doneafter 4 weeks of the employee’s last day.
* If any employee had availed of any loans or advances from the company, then  the Finance will deduct the actual amount from the F&F settlement or by  holding back the salary after the resignation is accepted.

IT Support

* The IT Support ensures that the employee’s machine is cleared of any client specific data and any hard copies of client specific information are destroyed
* IT Support will ensure that no data is transferred outside the company premises via any available means.

Guidelines to be followed in case Resignation

* Any Employee who wishes to part from the services of the company, at any point of time, will be required to submit resignation on the internal portal   
  e-Konnect.
* Employee will be required to complete 2 calendar months of notice period (60 calendar days or as mentioned in his/her Appointment Letter) from the date of submitting his resignation.
* The employee is obliged to complete smoother handing over charges to his/her successor. On receipt of the resignation letter, the company may, at its discretion, reserve the right to relieve the Employee on an earlier date as it may deem fit even before the expiry of the notice period, without compensating for the un-expired notice period. The company is not bound to give any reason thereof.
* Employee will not be eligible to take any leaves during the notice period.
* He will be required to observe normal work hours, i.e. 9:30 AM to 6:00 PM Monday- Friday.
* Employee will automatically become ineligible to be paid any bonuses once resignation is accepted. Bonus becomes ineligible even if it overlaps the notice period.
* Any shortfall of notice period from the employee will be recovered from their finalsettlement. Any shortfall of notice period can be adjusted against the employee’s leave balance, if only approved by his Manager.
* After the resignation is accepted the Salary of the employee for that month will be on hold and will be released with the Full and final settlement which will be done Full and final settlement comprises of salary plus remaining dues excluding incentives.

Full & Final Settlement

* If an employee was been sent for a high cost training to develop his technical and/or managerial skills the cost will have to reimbursed by the employee on a pro rata basis according to the months he has served the company, post achieving the training. The kind of training and the cost attached to it will be the sole criterion for this decision and will depend on a case to case basis.
* Any company property if lost or if found in a damaged condition viz mobile instruments, laptop, laptop cords, guesthouse apartments etc, will be recovered from the F&F settlement.
* In case if any company assets are not returned by the employee on his/her last day, it will be deemed to have retained by the employee. In such a case appropriate adjustment will be made in the F&F settlement.
* In case an employee’s last working day falls before 20th of that month the F&F will be processed in the immediate proceeding month.  
  e.g. Employees who have exited on or before 20th September, should receive their F&F by 10th of October.
* In case an employee’s last working day falls after 20th of that month the F&F will be processed in the payroll cycle of the next month  
  e.g. Employees who are exiting after 21st September, should receive their F&F by 10th of November.