

Feb 15, 2023

IMPORTANT ANNOUNCEMENT
Revisions in NOTICE PERIOD Terms and Conditions

The following are the revised terms and conditions of NOTICE PERIOD applicable to engagement for employment with Hema's Enterprises Private Limited. These revised terms and conditions are effective immediately for all Roles/Bands/Grades of Employees as enumerated below. These terms supersede all prior terms and conditions of notice period as enumerated in the offer letter & appointment letter issued to the Staff of HEPL and the content herein is deemed to have replaced the clause of Notice Period in the reference documents.

For Roles under NAPS&NATS:

- (a) Notice Period for withdrawal from Apprenticeship shall be 30 days. The engagement with Hema's Enterprises Private Limited is terminable, with or without reasons, by either its Management or its Trainee/Apprentice/Intern/Retainer (hereinafter referred to as the Other Party) by giving a written notice of ONE month (30 working days).
- (b) A notice of separation may be issued by the Management in the case of proven non-performance or gross indiscipline of the Other Party or an Internal/External business exigency which is beyond reasonable control of the Management and that which necessitates disengagement of the other party earlier than the tenure of applicable notice period. In such cases, Management shall be well within its rights and discretion to issue notice to the Other Party for serving of a notice-period term lesser than the default notice period. Such notice by the Management shall remain entirely binding on the other party without exception.
- (c) The Management reserves its right to recover costs equivalent to gross wages for the said period of notice from the other party if the other party fails to discharge its obligations of notice period or during the notice period.
- (d) The Management reserves its right to relieve the Other Party from Services on such date as may deem fit, even if it be prior to the expiry of the notice period under certain circumstances.

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- (e) The Management reserves its right to extend notice period to such additional number of days, equivalent to the days of authorised/unauthorised absence from work by the other party during the pendency of the notice period and the other party is duty bound to accept the extension of notice period by such additional days.

For Roles BELOW TEAM LEADER:

- (a) Notice Period for withdrawal from employment shall be 45 days. The engagement with Hema's Enterprises Private Limited is terminable, with or without reasons, by either its Management or its Employee/Retainer (hereinafter referred to as the Other Party) by giving a written notice of Forty-Five Days (45 working days) during the probationary period and thereafter.
- (b) A notice of separation may be issued by the Management in the case of proven non-performance or gross indiscipline of the Other Party or an Internal/External business exigency which is beyond reasonable control of the Management and that which necessitates disengagement of the other party earlier than the tenure of applicable notice period. In such cases, Management shall be well within its rights and discretion to issue notice to the Other Party for serving of a notice-period term lesser than the default notice period. Such notice by the Management shall remain entirely binding on the other party without exception.
- (c) The Management reserves its right to recover costs equivalent to gross wages for the said period of notice from the other party if the other party fails to discharge its obligations of notice period or during the notice period.
- (d) The Management reserves its right to relieve the Other Party from Services on such date as may deem fit, even if it be prior to the expiry of the notice period under certain circumstances.
- (e) The Management reserves its right to extend notice period to such additional number of days, equivalent to the days of authorised/unauthorised absence from work by the other party during the pendency of the notice period and the other party is duty bound to accept the extension of notice period by such additional days.

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For Roles From TEAM LEADER to ASSISTANT MANAGER:

- (a) Notice Period for withdrawal from employment shall be 60 days. The engagement with Hema's Enterprises Private Limited is terminable, with or without reasons, by either its Management or its Employee/Retainer (hereinafter referred to as the OtherParty) by giving a written notice of TWO months (60 working days) during the probationary period and thereafter.
- (b) A notice of separation may be issued by the Management in the case of proven non-performance or gross indiscipline of the Other Party or an Internal/External business exigency which is beyond reasonable control of the Management and that which necessitates disengagement of the other party earlier than the tenure of applicable notice period. In such cases, Management shall be well within its rights and discretion to issue notice to the Other Party for serving of a notice-period term lesser than the default notice period. Such notice by the Management shall remain entirely binding on the other party without exception.
- (c) The Management reserves its right to recover costs equivalent to gross wages for the said period of notice from the other party if the other party fails to discharge its obligations of notice period or during the notice period.
- (d) The Management reserves its right to extend notice period to such additional number of days, equivalent to the days of authorized/unauthorized absence from work by the other party during the pendency of the notice period and the other party is duty bound to accept the extension of notice period by such additional days
- (e) The Management reserves its right to relieve the Other Party from Services on such date as may deem fit, even if it be prior to the expiry of the notice period under certain circumstances.

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For Roles of Deputy Manager, Manager & ABOVE:

- (a) Notice Period for withdrawal from employment shall be 90 days. The engagement with Hema's Enterprises Private Limited is terminable, with or without reasons, by either its Management or its Employee/Retainer (hereinafter referred to as the Other Party) by giving a written notice of THREE months (90 working days), during the probationary period or thereafter.
- (b) A notice of separation may be issued by the Management in the case of proven non-performance or gross indiscipline of the Other Party or an Internal/External business exigency which is beyond reasonable control of the Management and that which necessitates disengagement of the other party earlier than the tenure of applicable notice period. In such cases, Management shall be well within its rights and discretion to issue notice to the Other Party for serving of a notice-period term lesser than the default notice period. Such notice by the Management shall remain entirely binding on the other party without exception.
- (c) The Management reserves its right to recover costs equivalent to gross wages for the said period of notice from the other party if the other party fails to discharge its obligations of notice period or during the notice period.
- (d) The Management reserves its right to relieve the Other Party from Services on such date as may deem fit, even if it be prior to the expiry of the notice period under certain circumstances.
- (e) The Management reserves its right to extend notice period to such additional number of days, equivalent to the days of authorised/unauthorised absence from work by the other party during the pendency of the notice period and the other party is duty bound to accept the extension of notice period by such additional days.

***** End of Document *****

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