

Employee Handbook - Employment Termination

Resignation

Employees are expected to notify their immediate supervisor and the Human Resources department in writing if they intend to resign. The Human Resources department must receive a written notification at least "one" calendar month before the intended last day of service. The Company reserves the right to extend the notice period for up to 60 days after the submission of resignation. This decision is based on the criticality of the role and level of responsibility

An employee shall be paid gratuity for every completed year of service and any portion thereof in excess of 6 months.

Discharge

An employee may be discharged for reasons that include, but are not limited to, violation of the company rules, poor performance, and unsatisfactory performance during probation.

Exit Interview

Employees, who leave Conrad Labs employment, whether voluntarily or involuntarily, are required to attend an exit interview with the management. The

exit interview is held during the last week of employment. Human Resources will also have the employee get clearance from various departments to ensure that they have returned all the company property.