

Cognizant Technology Solutions India Private Limited
Techno Complex, 5/535, old Mahabalipuram Road
Okkiyam Thoraipakkam
Chennai - 600 097, Tamil Nadu
CIN- U72300TN1994PTC026590

Tel: 1-800-208-6999 Fax: +91 44 4209 6060

Email: cognizantindia@cognizant.com

Date: 06-Aug-2024

Associate Name: Muqeet Zama Khan

Associate ID: 2342164 Designation: Associate

Permanent address: L-1/94Shaheed Nagar Agra, Agra 282001 Uttar Pradesh

Present address: P-352 1st Floor, Sector 27, Sector 27, Gurugram 122009 Haryana

## Reference:

1. Show Cause Notice dated: 5-July-2024

2. Show Cause Notice response dated: No response

3. Personal Hearing dated: 10-July-2024

**Subject: Notice for termination of employment** 

Dear Mugeet Zama Khan,

We (Cognizant Technology Solutions India Pvt. Ltd. hereinafter referred to as "Company/we/us/our"), write with reference to the Show cause notice dated **5-July-2024** issued to you, and subsequent correspondence regarding the same.

You have Joined Cognizant on <u>16-April-2024</u> as **Associate** - **Projects** and you have been provided adequate opportunities to get allocated to a project within the Company. More so, we have also given you sufficient time for you to get allocated to a project, however you have deliberately refused to get deployed despite necessary Counselling and expectation setting. Despite such internal allocation efforts by the concern stake holders and providing you sufficient opportunity and time, it is clearly evident that you are purposefully refusing to accept the project opportunities. The said act of yours amounts to grave misconduct as per our **India Addendum to Global Workplace Misconduct and Remediation Policy** which reads as below:

- 4.2.1.1 Insubordination or disobedience or refusing to obey instructions issued by the manager/superior about work; refusing to help on a special assignment(s) without reasonable cause.
- 4.2.17 Refusing to accept work assignments, reassignments, or transfers without reasonable cause.
- 4.2.1.8 Neglecting job responsibilities and duties, including incompetence.



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In such circumstances, you have been issued show cause notice dated <u>5-July-2024</u> calling upon you to show cause why action should be taken against you for your said grave misconduct, and you have failed to provide any satisfactory explanation. In continuation to the no response, with a view to give you an opportunity to put forth your case in person you were also granted an opportunity of personal hearing. The above charges were explained in the enquiry meeting conducted on <u>10-July-2024</u> by appropriate authorities nominated by the company and you were given ample chances to explain your acts of misconduct. However, you have failed to provide any reasonable and acceptable explanation.

We are satisfied that the reply submitted by you and evidence collected during the personal enquiry clearly establishes the allegations leveled against you vide SCN dated <u>5-July-2024</u>. The above-mentioned act only reflects your disinterest in not getting placed in a project without any reasonable cause.

Upon considering the facts and circumstances of your case, we are of the opinion that we are left with no choice other than to put an end to your employment with the Company, since you have not been accepting the opportunities provided and been unproductive. Further, the terms and conditions of your employment explicitly mentions that the Company may terminate your employment on the grounds of misconduct under Insubordination and refuting to accept the opportunities. Accordingly, your employment with the Company is put to an end with effect **06-Aug-2024** from by the close of business hours. Full and final settlement dues if any, including notice pay will be settled and credited to your bank account, unless otherwise you request for. A copy of this letter is being sent to your **zamakhanmuqeet7@gmail.com** - (as per our records).

If you feel that this order of dismissal can jeopardize your future career prospects /job prospects, you have an option to submit a resignation voluntarily within **7 days** of the receipt of this communication. The same shall be favorably considered, this order of dismissal shall be rescinded, and you shall be treated as having resigned from the service of the company.

You may connect with the separations team at exithelpdeskIndia@cognizant.com for your full and final settlement.

For Cognizant Technology Solutions India Pvt. Ltd.,

:13 GMT+5.5)

D. Mohan Raj AVP - HR