



# Contract Renewal/Termination

**Anodiam**

**August - 2023**




anodiam.com



N-1/25 Patuli, Kolkata 700094



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## Approval & Review:

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## Purpose:

This document outlines the policy and rules around contracts renewal and termination at Anodiam.



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## Scope:

All positions at Anodiam are fixed term contracts. This document lists out the policy around contract termination until 31-Dec-2024 and renewal thereafter. The same needs to be updated every year starting 01-Jan-2025.




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## Policy Document:

Every contract of work for all individual positions with Anodiam will implicitly roll over the next years after 31/Dec/2024 for periods no less than 12 months exactly.

- In case the contract holder wishes to discontinue the contract themselves, they are required to give Anodiam a written notice for one month or more. They will be required to give proper handover to their substitute, along with carrying out your regular responsibilities during the notice period.
- In case, Anodiam do not have enough students for the contract holder or the contract holders' performance stays below the required expected levels even after intervention by a Anodiam manager once, the contract may be terminated from Anodiam's side with a month's notice. The contract holder will be required to give proper handover to their substitute, along with carrying out your regular responsibilities during the notice period.
- In case, the contract is terminated by Anodiam authorities as part of any untoward disciplinary action against the contract holder, then the discontinued individual(s) are required to leave the Anodiam premises forever, with immediate effect within 5 minutes. Failing to abide by, this will result in strict legal actions.



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## Roles & Responsibilities:

The above contract renewal / termination policies are mandated for all contractual stakeholders of Anodiam.



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## Terms & Definitions:




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