

Onboarding & Offboarding Policy

1. Pre-Joining

Offer letters are issued within 3 working days of verbal acceptance. Candidates must complete background verification before or within 30 days of joining.

The HR team will send a welcome email 3 days before the joining date with details of the first day schedule, required documents, and access credentials.

2. Onboarding Programme

All new employees undergo a structured 30-day onboarding programme comprising company orientation, role-specific training, and buddy assignments.

Day 1 includes: equipment setup, ID card issuance, HR documentation, and an orientation session with HR.

By Week 2, the new employee's manager must complete a 30-60-90 day goal-setting session.

New employees are assigned an onboarding buddy from their team for their first 30 days.

3. Probation Period

All new hires serve a probation period of 3 months, during which either party may terminate the contract with 2 weeks' notice.

At the end of probation, the manager submits a probation review form to HR. Confirmation of employment is issued within 5 working days of a satisfactory review.

If performance during probation is unsatisfactory, probation may be extended by up to 3 months, once.

4. Notice Period & Resignation

Employees wishing to resign must submit a written resignation to their manager and HR.

Notice period requirements by band: Band 1–2 (Junior): 30 days. Band 3–4 (Mid-Senior): 60 days. Band 5+ (Leadership): 90 days.

Notice period buyout is available at the rate of basic salary for the remaining notice days, subject to manager and HR approval.

5. Exit Process & Full & Final Settlement

HR will initiate an exit checklist covering: handover documentation, asset return, access revocation, and exit interview.

Full & Final (F&F) settlement including gratuity (if eligible), leave encashment, and final salary is processed within 30 working days of the last working day.

A relieving letter and experience certificate are issued within 10 working days after F&F; clearance.

6. Knowledge Transfer

Departing employees must complete a handover document covering their active projects, key contacts, passwords/access, and pending tasks.

The handover must be reviewed and signed off by the manager before the last working day.