

4. Exit Policy

Modified by : Aastha Agarwal on 28 Jul 2023, 03:25 PM

A. End of Term

1) Extension

A.1 - Inform about your desire to extend the internship, as well as the duration for which you would like to extend, at least 10 days before the end of your term

2) Handover

A.2 -Handover your responsibilities and accomplishments in a documented manner to your TL

B. Premature Exit - Resignation

B.1) The following Notice Period must be served

- If you spent less than 2 months at Omysha Foundation, you will be required to give 1 week of notice before leaving.
- If you spent 2 months or more at Omysha Foundation, you will be required to give 2 weeks of notice before leaving.

B.2) Your Letter of Recommendation and Experience Letter will be at the discretion of the leadership team of Omysha Foundation.

B.3) Any Vongle whose working days are less than 15 days, he/she isn't liable to get the stipend.

B.4) When the Vongle resigns, the work should be handed over properly to the assigned person (for each role). Until the handover is done properly, the stipend for the last month can be put on hold.

C. Premature Exit - Termination

C.1) If a VONGle is found to be in gross violation of the values and culture of the organization or is showing a lack of commitment to the cause or the role taken up, as determined by a member of the leadership team, their internship may be terminated at any point

D. Grounds for termination

- leave without informing except in case of emergency.

D.1) Handover

1. You will be required to give due handover of all your work
2. You must not claim to be interning after the termination

D.2) Notice period

- This will be at the discretion of the leadership team at Omysha Foundation.

Letter of Recommendation

- LOR will be given only to those who complete the full tenure based on their performance by the 7th of next month.

Experience Letter

- Experience letter will be given to those who complete at least 2 months after the discussion about his/her work with DL by the 7th of next month.

Exit Interview

- An exit feedback interview/interaction will be held by the HR for all the Vongles leaving the organization to understand his/her pov.