



# CATEINA

## EMPLOYEE SEPARATION POLICY



# CATEINA

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Address:  
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Unit No. 126, 1st floor,  
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Opp Raj legacy, LBS Marg,  
Vikhroli (West),  
Mumbai 400 083  
[www.cateina.com](http://www.cateina.com)

Prepared by  
Deviya Kannan  
POLICY-ESP-13  
7<sup>th</sup> April 2023



**Cateina Technologies Private Limited**

Corporate Office:  
Unit 126, Shivkrupa Industrial Estate, LBS Marg,  
Vikhroli(w) Mumbai 400083

Regd. Office:  
30 Lawrence Road, Amritsar, Punjab,  
India 143001

URN: UDYAM-MH-19-0077046  
CIN: U72900PB2017PTC046074  
DIPP: DIPP36158



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**Policy document designed under corporate human resource policy for the employees of  
Cateina Technologies.**

Last Review Date	Next Review Date	Prepared By	Reviewed By	Approved By
7-April-2023		Deviya Kannan	Rajish Rajan	Rajish Rajan

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## EMPLOYEE SEPARATION POLICY

### 1. Voluntary Separation

#### 1.1 Notice of Resignation

- 1.1.1 If the employee wishes to resign from the services of the Company, they shall provide the notice of such resignation in writing to the reporting manager, HR manager and management team.
- 1.1.2 Your reporting manager and HR manager will discuss the resignation with you and other stakeholders.
- 1.1.3 Within a period of 30 days you will get a resignation acceptance email from the HR manager.
- 1.1.4 Your reporting manager shall notify the other team members and client about your resignation.
- 1.1.5 The notice period shall be 90 (ninety) days for confirmed employees and 5 working days for non-confirmed employees.
- 1.1.6 The employee is expected to serve the full notice period in order to complete the transition of their duties and do the KT (Knowledge transfer) to another team member/members identified by the reporting manager.

### 2. Leaves during Notice period

- 2.1 On the day of your resignation your leaves will be frozen, and the monthly leaves will stop being added to your account.
- 2.2 You are not eligible to take any leaves during the notice period unless it is an emergency or sick leave.
- 2.3 Sick leaves/emergency leaves taken during notice period will result in the notice period getting extended by that many number of days.
- 2.4 Any ad hoc leaves taken during notice period will result in the leaves being marked as leave without pay and the notice period getting extended by that many number of days.
- 2.5 Please note for work from home, any unavailability for calls or for solving customer issues will be deemed as absence. Any such absence will result in the extension of notice period.
- 2.6 The notice period will not be adjusted against balanced earned leaves.



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### 3. Pay during notice period

- 3.1 You are not eligible to receive variable/incentives (if any) during the 3 months of notice period.
- 3.2 As per lock in period of Increment letter, your salary and variable will be reverted to old salary and any arrears paid will be offset in the notice period pay.(if applicable)

### 4. Knowledge Transfer/Handover and Signoff

- 4.1 You will have to come to office as per the roster on the allocated days
- 4.2 Please drop an email to your reporting manager to assign the KT tasks to you and follow up with the concerned reporting manager.
- 4.3 You are expected to complete the handover and knowledge transfer to team member(s) and a Sign off from your reporting manager is mandatory before the date of relieving.
- 4.4 Please keep your personal email id in CC in the signoff email.
- 4.5 Documentation of all tasks done during notice period is mandatory.

### 5. Off boarding Checklist

- 5.1 An off boarding checklist is available on drive, the reporting manager is to fill the checklist and submit to HR, DPO and Management on the last working day of the team member  
<https://docs.google.com/document/d/1Mb82kBS2vP8lideiWHE3RtY6GsGTAhMy/edit?usp=sharing&ouid=115766751242662768659&rtpof=true&sd=true>
- 5.2 Team member to remind the manager to submit the same as exit formalities will not be considered as complete without the submission.

### 6. Failure to provide notice

- 6.1 Failure to provide such notice or to serve the entire notice period, the employee would be liable to pay Cateina Technologies proportionate salary in lieu of the notice period.
- 6.2 No letter of relieving or experience shall be issued to him/her under any circumstance.
- 6.3 Any exceptions will be considered by the management team and their decision will be final and binding.

### 7. Exit interviews

- 7.1 The HR team will conduct exit interviews on the last working day.
- 7.2 Team members have to fill the exit interview on HRMS prior to the last working day.

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- 7.3 Please be honest in the exit interview as it is used for post mortem analysis.
- 7.4 The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to Cateina Technologies, or return of company-owned assets such as laptops/adaptor/mouse. Suggestions, complaints, and questions can also be voiced

#### 8. Return of Company Assets

- 8.1 Upon exit employees must return all company assets (laptop, business cell phone, ID card) and must delete all personal information from any storage.
- 8.2 Leaving employee will submit the hardcopy of the ID card to the office. If they have a digital ID card, they will delete it after coming to the office in presence of admin/HR.
- 8.3 On your last working day please submit the company assets and drop an email to the admin/HR department and management team mentioning the date and time of the same. Admin to verify that the laptop is in working condition and acknowledge the email.
- 8.4 Non submission or withholding of company assets such as laptops will result in serious consequences and will delay the FNF payment and release of experience letters.
- 8.5 If any employee absconds/withholds company property such as laptop, the laptop fine charges of 50,000 INR will be deducted from the FNF, and no exit documents shall be provided to such an employee.
- 8.6 Outstation/work from home employees have the responsibility to submit the company assets such as laptop in person in office within 60 days from the last working day. In case it is not returned within this timeframe, the cost of 50,000 INR will be offset from your salary/FNF payable to you and no exit documents shall be released.
- 8.7 Any company asset assigned to you is a property of Cateina Technologies and as such may contain sensitive information. Withholding company property will be construed as theft which is a criminal offence and Cateina may take any action as deemed fit to retrieve the assets from you.

#### 9. Documents

- 9.1 Please download all HR related documents such as appointment letter, confirmation letter, hike letter, revision letter, form 16, and payslips to your personal email or device. They will not be provided once you leave.
- 9.2 After your last working day the official email id and HRMS login would be disabled, please complete the tasks before that.



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#### 10. Full and Final Settlement

- 10.1 FNF i.e. last month salary plus uncashed leaves will be withheld and released after 60 days once exit documents, exit declaration and company assets such as laptop and accessories are submitted to us.
- 10.2 Do not change bank details till FNF is cleared, in case you change then please be open to coming to Mumbai to collect FNF checks.
- 10.3 Please send FNF declaration to HR with CC to the management team within 60 days. Copy of Exit declaration format is available on drive.
- 10.4 FNF will be processed only after 60 days and payment will be made on the next billing cycle.
- 10.5 Health Insurance Scheme-As part of our employee benefit you will be covered under the gold plan of our Health Insurance Scheme for a period of one year. In case of termination/resignation you will be allowed to retain the policy/cover till the end of policy period, however the remaining premium will be recovered from your full and final settlement.
- 10.6 HR team will email the FNF statement to you containing all particulars about pay, recovery, and leave encashment. etc
- 10.7 HDFC salary account will be converted to a minimum balance account, please maintain the account till the FNF is cleared or be open to coming to office to collect the FNF check.
- 10.8 Do not change personal details on the PF website as changes may get delayed.

#### 11. Employment Declarations

- 11.1 Full and Final Settlement will be paid 60 days from your last working day (in the billing cycle) provided we receive an email from you through your new organisation's email id requesting for the FNF to be released. Refer to Appendix 1 - Employment declaration available on drive <https://docs.google.com/document/d/1BQra0TSbiAwkYTBBQXxWt2xPfPCcJxpEJinThN5nTg/edit?usp=sharing>
- 11.2 As per the appointment letter you are bound by the non-solicitation clause in your employment contract and if it is violated you are liable to be penalised as per the terms and conditions agreed during employment and it will be construed as damages due that is payable by you and will be recovered from your final settlement to the extent possible.
- 11.3 You cannot join/work directly or indirectly with Cateina's clients for a period of 1 year. The list of clients is regularly updated and available on drive. <https://docs.google.com/document/d/1EfTIBX2489MVGQG2Mndapf7lsrTX1sICXu2uSkCRwY0/edit?usp=sharing>



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## 12. Unemployment Declaration

- 12.1 In the unlikely event that you are unemployed for a period of 60 days from the last working date, you will submit a self-attested certificate accepting that you are not working directly or indirectly for our clients and/or competitors along with Form-26 AS attached from TRACES website. Refer to <https://docs.google.com/document/d/1BQra0TSbiAwkYTBBQXxWt2xPfPCcJxpEJinThN5nTg/edit?usp=sharing>

## 13. Verification

- 13.1 In case of resignation/termination, all employment and background checks/verifications to be directly done by the current employer. Cateina Technologies will not respond to any verification calls/emails from third party vendors.
- 13.2 For all terminated employees, verification requests will be answered with reasons clearly mentioning the reasons for termination.
- 13.3 For all terminations subsequent to PIP as well, verification requests will be answered with reasons clearly mentioning the reasons for termination.

## 14. Experience cum Relieving Letter

- 14.1 Experience letter will be provided 2 weeks after you submit the self-declaration.
- 14.2 In case of termination post PIP, you will receive an experience letter stating that you were put on PIP and are being relieved for non-performance.
- 14.3 In case of termination you will receive a termination letter clearly stating the reasons for your termination.
- 14.4 In the following cases no experience letter will be provided
- 14.4.1 Absconding employees
  - 14.4.2 Terminated employees
  - 14.4.3 Breaking of the service agreement
  - 14.4.4 Not completing the notice period
  - 14.4.5 Non-cooperation/not completing the tasks assigned during notice period
  - 14.4.6 Non submission of company assets
  - 14.4.7 Non submission of employment/non employment declaration
  - 14.4.8 Joining those clients or projects where Cateina is currently in.
  - 14.4.9 Violation of any clauses mentioned in Appointment Letter/MoU/service agreement/NDA/appraisal letter



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**15. Involuntary separation**

The Company may terminate the services of the employee at any time with or without Cause.

**15.1 Termination without cause**

15.1.1 If the Company terminates the services without Cause, it shall either provide the employee with termination notice, or pay them an amount equivalent to the basic salary for the shortfall in such notice period.

**15.2 Termination with cause**

15.2.1 The company may terminate the services of the employee without notice/notice pay with cause. The cause may be any one of the following

15.2.2 Breach of any of these terms or any other agreement signed by the employee with the Company,

15.2.3 Breach of the Company code of conduct, policies, rules, regulations and procedures

15.2.4 The Company's background check reveals discrepancies in the information or documents provided by the employee to the Company during the recruitment process

14.2.5 The Company finds the performance of the employee unsatisfactory during any period of training or in the discharge of duties assigned to them

14.2.6 Any act or omission by the employee that may have the effect of injuring the reputation or business of the Company or causing loss to the Company.

14.2.7 Unauthorised absence from work.

14.2.8 Insubordination.

14.2.9 Misconduct

**16. Buyout Option**

16.1 Notice Period Buyout is the sole discretion of the management team and done only as an exception and on a case by case basis.

**17. Termination on retirement:**

17.1 The employment will automatically terminate on retirement.

17.2 Retirement will occur at the end of the month in which the employee completes 60 years of age.



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#### 18. Do's

- 18.1 Please meet/call/mail your reporting manager and management team on the last day to verbally communicate that it is your last day and to complete pending tasks if any.
- 18.2 Please exit the company whatsapp group by EOD on your last working day.
- 18.3 Please leave on a good note.

#### 19. Don'ts

- 19.1 Please do not conduct any farewell parties in the office premises during or after office hours.
- 19.2 Please refrain from spreading any falsehood or misinformation about Cateina, the management team and your co-workers.
- 19.3 Please do not post any defamatory messages on social media or memes on company whatsapp group/email which may be funny to you but offensive to others.
- 19.4 Please do not poach colleagues.



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