



## SEPARATION POLICY

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### Internal

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## Change History

Version Number	Modification Date	Modified By	Change Description
1.0	01 Oct 2011	Veena K R	Process modified
1.1	05 Jul 2013	N R Ravindra	Change of Logo
1.2	01 Dec 2013	N R Ravindra	Notice period clause re-defined
1.3	01 Apr 2015	N R Ravindra	Format change
1.4	01 Apr 2016	Namrata Seetharam	Introduced notice period clause and annexure



# Separation Policy

## 1. OBJECTIVE

Outlining the process of separation from OnMobile Global Ltd, arising out of any of reason. It is also intended to identify reasons for separation and take corrective measures at the organisation or department level where possible.

## 2. APPLICABILITY

All Full Time Employee, , Sub Contract, Consultant and Interns who separate from the Company on account of Voluntary Resignation, Termination, Demise or Retirement

## 3. PROCESS

### **3.1 Desired resignation by employee:**

An employee who intends to resign from the services of the Company should do so by triggering the resignation on the online separation tool. On discussion with the concerned employee, the reporting manager will then have to approve/reject the resignation on the tool.

In case the resignation has been approved, then the Separation Clearance needs to be done by all the stakeholders viz Admin, HR, Atlantis Team, NOC, CITS, Logistics, IS and Finance on receipt of Company assets/Accesses. The respective stakeholders viz Admin, HR, NOC, CITS, Logistics and Finance will be responsible for collecting the Company assets from the resigned employee on their last working day. The BPHR will conduct the exit interview of the resigned employee by the Last Working Day to identify reasons for separations.

### **3.2 Withdrawal of Resignation:**

In case the employee decides to withdraw the resignation the same has to be approved by their reporting manager and informed to the respective BPHR atleast 2 working days before the Last Working Date (LWD) of the employee. The salary of the employee (if on hold) will then be processed along with the subsequent month's salary processing.

### **3.3 Change in Last Working Day**

Any changes to the Last Working Day of the Employee needs to be communicated to the BPHR by the employee/reporting manager atleast 2 working days before the LWD mentioned on the tool. BPHR to make changes to the LWD on the separation tool.

### **3.4 Leave & Attendance**

Any leaves/Attendance Regularisation pending for manager approvals will need to be closed before approving the resignation of the employee.

### **3.5 Notice Period**

On deciding to resign from the services of the Company, employees are required to provide notice based on their job bands so as to ensure a smooth handover of their current responsibilities.

The Company, may, at its sole discretion, be entitled to reduce or waive the period of such notice, or accept payment of cash equivalent to the salary payable for such period in lieu of such notice, or waive any or part of any of the payments to be made by you consequent upon such termination.



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In the event of termination of services due to violation of company policies and / or rules that may warrant disciplinary action and cause which includes, but is not limited to, any material breach of the Offer of employment or Code of Conduct by the employee, neglect of duties of your hereunder, breach of or negligence with respect to your obligations under the terms of employment, engaging in misconduct injurious to the company, or commission of an act constituting common law fraud or a felony; or for committing any act of moral turpitude, the Company shall, at its sole and absolute discretion, be entitled to terminate the employment without any notice or pay or any compensation in lieu thereof

The notice period either needs to be

- served completely - The employee needs to serve the notice as mentioned below or else the shortfall will be recovered from the Full and Final settlement amount. Earned Leave will not be adjusted against the notice days, but will be paid as leave encashment along with the full and final settlement as per the local statutory law.
- can be waived off – The manager has an option of waiving off the notice period without offsetting the pro-rated leave balance. The Pro-rated leave balance (as per local statutory law) will be paid as leave encashment along with the full and final settlement. For understanding the working, please refer to annexure A
- can be waived off post adjusting the Earned Leave - The number of days waived off will be offset against the available unused pro-rated leave balance (This will be based on an individual's last working day). For understanding the working , please refer to annexure A

The decision of the deciding on one of the above options rests with the respective reporting manager or the BU head.

During Probation

- An employee needs to serve 7 days (extendable upto 1 month/30 days) based on the manager's discretion.

After Confirmation

Region	Work Country	Confirmed Employees (in Days)	
		Band T1/S1/S2/IC1/IC2/PM1/SP 1/PM2/SP2	Band PM3/SP3/PM4/SP4/PM5/SP 5/PM6/PM7/PM8/PM9
Africa	Angola	60	90
	Kenya	60	90
	Nigeria	60	90
	South Africa	60	90
	Tanzania	60	90
	Uganda	60	90
	Zambia	60	90
Asia	Bangladesh	60	90
	Indonesia	60	90
	Malaysia	60	90
	Sri Lanka	60	90
	Turkey	60	90



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Europe	Czech Republic	60	90
	France	60	90
	Italy	60	90
	Romania	60	90
	Spain	60	90
	UK	60	90
India	India	60	90
LATAM	Argentina	30	30
	Brazil	30	30
	Colombia	As per local statutory law	As per local statutory law
	Ecuador	60	90
	Guatemala	60	90
	Mexico	As per local statutory law	As per local statutory law
	Peru	30	30
Middle East	Egypt	60	90
	Qatar	60	90
	UAE	60	90
NAM	Canada	As per local statutory law	As per local statutory law
	USA	Not Applicable	Not Applicable

For the termination of employment contract the employee will be required to give notice as mentioned above or salary in lieu thereof. Similarly, the Company can terminate the services of the employee by giving applicable notice or salary in lieu thereof at the discretion of the Company.

## Formula for calculating notice pay

Notice Pay = Annual Fixed Pay/365 or 366\* No. of Days of Short Notice

Employee needs to settle the Notice amount prior to their Last Working Day.

In case the notice amount is recovered from the F&F and for any balance notice pay remaining to be paid by the employee after set off against final settlement, the same should be credited to the Company within 1 month of the employee receiving the information.

Employees would not be eligible to receive their experience letter from the Company on failing to pay any such balance.

## 3.6 Terminations:

An employee can be terminated on disciplinary, performance, ethical grounds or any other reason, which is deemed fit as per organisation policies.

### 3.6.1 Performance Related termination

An employee who is unable to perform as per expectations is given warnings and a development plan from their departments. If the employee is not able to improve even after the warnings given, then the case is referred to the HR department. The communications shared with the employee about the non-performance has to be submitted to HR Operations. A termination letter will then be issued to the employee on receiving approval for the same from the concerned BPHR. The BPHR will then have to



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trigger the resignation on the tool. An employee who is terminated on performance grounds will have to surrender all company assets. BPHR to trigger the resignation and the respective stake holders viz Admin, HR, Atlantis Team, NOC, CITS, Logistics,, IS and Finance would be responsible for collecting the assets/do the clearance.

## **3.6.2 Termination as of result of Unauthorised Absence**

If an employee goes on unauthorised absence, the same has to be informed by the reporting manager to the concerned BPHR. BPHR sends one warning letter to the address mentioned on the personal file of the employee, mentioning that the employee has to report back to work (date as specified on the warning letter). The employee should contact their BPHR/reporting manager immediately on receiving the warning letter, failing which the BPHR sends the termination letter. and triggers the resignation on the separation tool.

## **3.6.3 Termination as a result of Misconduct/Fraud/non-compliance to Company policies/Disciplinary Issues**

If an employee is found to have indulged in any kind of fraud/misconduct/non-compliance to Company policy or any other disciplinary issues, then the case has to be immediately referred to concerned BPHR. HR and the concerned department in consultation with the Legal team will investigate the case and recommend action to be taken. As soon as a decision is taken to terminate the employee, the BPHR will trigger the resignation on the tool and will need to ensure that all concerned stakeholders collect company assets on the same day in the presence of the BPHR. The employee will be given a termination letter and the signed copy needs to be submitted by the BPHR to the HR Ops team. Employees who are thus terminated will not be allowed to complete any exit formalities and the same will be handled by the concerned BPHR.

## **3.6.4 Separation due to the death of employee:**

In the event of demise of an unmarried employee, the dependents shall be determined by applying Succession laws applicable to the respective individual. For a married employee, spouse would be considered as the immediate dependent. Such dependents will have to provide the death certificate to HR Operations in order to take the request further. Dues would include the salary till the last working day, Provident Fund and Gratuity and leave encashment (if applicable). In case of any change in the dependent, the same has to be supported with an indemnity bond and identity proof of the dependents. On production of the required documents, the payments would be made to the dependents as per the documents, subject to legal opinions as provided by the Compliance team.

## **3.6.5 Separation on account of Retirement:**

The retirement age of an employee is 58 years. The employee on retirement will have to complete the exit process as mentioned in this policy under "Desired resignation by employee".

## **4. RELIEVING DOCUMENTS AND FINAL SETTLEMENT**

### **4.1 Relieving Documents**

Relieving letter will be issued on the Last Working Day of the employee. The resigned employee may also authorise any other person to collect the relevant relieving document on their behalf by providing an authorisation letter for the same.

The experience letter will be issued on completion of the exit process and subsequent Final settlement.



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An employee whose services are terminated will not be eligible for any of the relieving documents.

## 4.2 Full and Final Settlement:

The HR Operations team will provide the details of resignation to the payroll team. The salary and other related payments for the resigned employee will be on hold until the exit process is completed/LWD falls before the 10th of the subsequent month. On completion of the exit process, the information of the same is provided by the HR Ops team and the Final settlement processed on verification of all dues by the payroll team by the end of the month. If the employee completes the Exit process by the payroll cut-off date, then the Final settlement will be processed by the end of the same month. If the employee completes the exit process after the payroll cutoff date, then the F&F will be done by 15th of the subsequent month subject to clearance from all the stakeholders. The employee on resignation will have to produce all the investment proofs as declared during the beginning of the financial year to the payroll department for the Final settlement. In the absence of the investment proofs, appropriate tax would be deducted from the settlement. If the separated employee has completed five continuous years of service with the Company, he/she is eligible for the Gratuity. The Full and Final settlement would include the salary for the number of days worked in the month + leave encashment (if any). Gratuity (if applicable) would be paid out subsequently.

Revised compensation shall be paid to only those employees who are on active rolls of the Company (not exited from the Company) as on the date of payout of increment. The variable pay would be paid to a resigned employee based on the availability of Target achieved/ KRA completion percentages. The Full and Final settlement would be credited to the bank account of the resigned employee. The resigned employee will have to contact the HR Operations for PF settlement.

## 5. DEVIATION TO POLICY

Any deviation to this policy will require an approval of the Global Head - HR.

## 6. CHANGES TO THE GUIDELINE

Management reserves the right to amend, suspend or terminate specific guidelines whole or in part, from time to time as conditions warrant



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## ANNEXURE A

Can be waived off:

Eg: Work Location - India

Employee has prorated earned leave balance of 35 days on the last working day

Employee has to serve 60 days of notice, but he/she is required to serve only 20 days

The balance 40 days of notice days will be waived off completely

Based on India leave policy max of 30 days will be encashed along with full and final settlement

Can be waived off post adjusting the Earned Leave:

Eg: Work Location - India

Employee has prorated earned leave balance of 35 days on the last working day

Employee has to serve 60 days of notice, but he/she is required to serve only 20 days

The balance 40 days of notice days will be adjusted against unused 35 days of prorated leave balance

Balance 5 days of notice days will be waived off completely

Earned leave encashment will not be processed along with full and final settlement