

## **SEPARATION POLICY (Voluntary)**

---

Any team member leaving company is a loss of knowledge to the company and our attempt will always be to retain our talent and make all efforts to do so. In the event, a team member decides to leave Agnitio, we should understand their reasons in depth and learn their perspective.

A detailed exit process is carried out for all team members leaving Agnitio. This is necessary from a security, financial, administration, and asset management and information management perspective. The exit process applies to all team members leaving Agnitio whether they are permanent employees or on contract with company.

This policy applies to Employees who are resigning from the company, voluntarily.

### **Notice period & relieving**

When a team member resigns, the Manager should attempt to understand his reasons and identify means to retain the team member. In case, there is no possibility of retaining the team member the exit process should be initiated.

The notice period to be served will be as per agreement.

During the notice period it is essential that the necessary project related information is transferred to another designated team member under supervision of the Head of Department or Manager as appropriate.

### **Exit Interview**

On receipt of the resignation letter HR will conduct the exit interview.

The exit interview records are important because they capture the perception of the people who are leaving the organization. The exit interview discussion with the team member is documented and will be shared with the Functional Head and Reporting Manager. The exit interview analysis would throw light on how the work, the management and the manager are perceived by the team members. These could serve as inputs for improvement programs - both for Agnitio and the Managers themselves.



The exit interview will also facilitate the process of return of all company assets such as PCs, laptops, mobile phones, security passes, company cards, etc

### **Full & final settlement**

- The team member is to get the necessary sign offs on the clearance form from the concerned departments and hand over the necessary documents for his/her relieving to the HR on the last working day for his/her final settlement.
- HR will give all the required inputs needed to process the full and final settlement of the team member like accrued leave, pay in lieu of notice etc to the payroll team.
- The team member's final settlement will be processed once all documents are received and submitted to the F&A/payroll team. The F&A/payroll team will ensure that the team member's final settlements are carried out within at least two weeks after the exit.

### **Leave Policy:**

- All balance leaves (EL & CL) will be on hold from the very first day of resignation.
- Any leave during notice period will be treated as leave without pay.

## **SEPARATION POLICY (Involuntary)**

---

Each employee is considered key member in maintaining quality of our business operations. Maintaining integrity is a vital part of our business and the behavior of each employee reflects the success of our organization. When prevailing circumstances justify such action in relation to an employee, the company's management reserves the right to subject that employee to corrective action up to and including termination of employment. A Corrective Action Policy has been developed which enables the company to deal effectively and consistently with employee related issues in a fair and just manner.

The policy is intended to be a guideline and is not all-inclusive as circumstances and incidents may vary. This guideline is not intended to limit the right of the company to discipline or terminate employees at any time at its sole discretion where the company's opinion is that such steps are justified.

Agnitio reserves the right to change or modify the policy-set forth below at its discretion and without prior notice to employees. This policy is not intended to and does not constitute a contract of employment.

This policy applies to Employees who are being separated from the company, involuntarily.

### **Progressive Disciplinary Steps**

Where the company finds the employee's performance, behavior or conduct warrants such action, Agnitio may, at the discretion and judgment of management in appropriate circumstances, pursue the following steps for disciplinary action. If an employee fails to respond to coaching and/or informal counseling, the following action would provide the framework for corrective measures.

#### **1. Initial Verbal Warning**

This is basically a problem solving session wherein the Immediate Supervisor / Reporting Manager conduct a "verbal discussion" related to the performance problem in a private conversation with the employee. The employee is reminded of the need to adhere to and be committed to the work rules and the organizational standards.

This is a first formal step in the disciplinary process and the respective supervisor should end the discussion on a positive note by reiterating the confidence in the employee and the ability to take corrective action within the prescribed timeframe.

The discussion should be documented for reference, with a copy to the Department & HR, even though it only constitutes a verbal warning, as this initial warning will chalk the path for a second verbal discussion before moving to the Second Warning Stage.

The onus of initiating the initial oral warning and the documentation thereafter lies solely with the Supervisor and the Department Head. The Department Head will also be required to keep

the HR informed about the same and a note with proof will go into the Personal File of the employee.

## **2. First Written Warning**

Within 4-5 days of the Initial Verbal Warning, if the problem persists the Immediate Supervisor along with the Department Head and HR will conduct a formal discussion with the employee and fully describe the incident and/or action that may have resulted in the next warning, i.e. this First Written Warning.

The Manager must set the expectation that the employee within the specified time frame must show significant improvement in his/her performance. Also reconfirm the employees understanding of his/her responsibility to change.

**The 1st Warning Letter will be applicable for a max period of 1 week and the employee must be informed that this is the second step of the Disciplinary Process.**

An **Official Written-Memo** needs to be prepared by HR to meet the commitment for bringing the employee's performance to the required standard-level, the manager must draft a detail corrective action-plan for improvement of performance. Copies of all documents will be maintained in the personnel files of the employee.

A copy of the **Memo** along with the detail **Draft-Action-Plan** should be handed over to the employee who should also be informed that this will be a last step in the Positive Discipline process and any further infractions may result in severe action from the management.

## **3. Final Warning**

Final Warning is given when there is occurrence of the act even post the 1<sup>st</sup> warning letter. The Final warning could result in the termination/suspension of the employee according to the severity of the case.

Termination normally occurs only when the disciplinary action process has failed to bring about a positive change in the employees performance in an acceptable time frame or in case of gross misconduct. The Functional Head, in a joint review, will present the case to the CEO/Director and HR.

Prior to termination, the Manager must consult HR to help determine whether the previous documentation is sufficient to initiate this step. The termination letter however, can be only authorized by the HR Department.

A Termination Recommendation note must be completed at this stage and forwarded to the Senior Management. HR will then conduct a private one to one conversation with the employee to determine the facts from both angles.

**HR will reserve the right to approve/disapprove the Termination based on the relevant facts and severity of the case. This will be done in consultation with the Senior Management and will be executed as per the standard process followed by a formal communication to the employee through HR.**

Team member's employment will be immediately terminated, whenever it is deemed necessary in the judgment of the management, including but not limited to the following:

- Engagement in Fraud or other dishonest practices
- Falsification of records
- Violation of Company Policies / Records / Equipments / Systems
- Behaving in a manner that is Threatening, Intimidating or Insubordination
- Removing or destroying company or customer records or property, releasing confidential or proprietary information without appropriate approval
- Being under the influence / use / sale / possession of any intoxicating substance or illegal drugs within the company or customer premises
- Possession of weapons of firearms or gambling on company or customer premises
- Engaging in other acts which would be contrary to the best interest of the Company
- Improper use of Company or customer equipment and systems
- Violations of Indian Central and State laws and regulations
- Breach of Customer and/or Company confidentiality
- Breach of Customer and/or Company personal information confidentiality

In certain cases, the Disciplinary Process may start at the Warning Stage. The seriousness of the offense, history of the past disciplinary action and the totality of circumstances surrounding the affected employees overall performance may contribute to this decision.

Annexure 1 – Exit Interview Form

Annexure 2 – Exit Clearance Form

Annexure 1

## EXIT INTERVIEW FORM

Employee Name		Employee Code	
Designation		Name of PM/HOD	
Date of Joining		Last working day	

<b>1. Why are you leaving this Organization?</b>				
<b>2. What circumstances would have prevented your departure?</b>				
<b>3. What did you like most about your job?</b>				
<b>4. What did you like least about your job?</b>				
<b>5. What did you think of your immediate head on the following points?</b>				
	Almost	Always	Usually	Sometimes Never
Was consistently fair	( )	( )	( )	( )
Provided recognition	( )	( )	( )	( )
Resolved complaints	( )	( )	( )	( )
Was sensitive to employees' needs	( )	( )	( )	( )
Provided feedback on performance	( )	( )	( )	( )
Was receptive to open communication	( )	( )	( )	( )

**6. How would you rate the following?**

	Excellent	Good	Fair	Poor
Cooperation within your division/department	( )	( )	( )	( )
Cooperation with other divisions	( )	( )	( )	( )
Personal job training	( )	( )	( )	( )
Company's performance review system	( )	( )	( )	( )
Company's new employee orientation program	( )	( )	( )	( )
Rate of pay for your job	( )	( )	( )	( )
Career development/Advancement opportunities	( )	( )	( )	( )
Physical working conditions	( )	( )	( )	( )

**Comments:**

**7. Was the work you were doing approximately what you expected it would be?**

( ) Yes ( ) No

**Comments:**

**8. Was your workload usually:**

( ) Too heavy ( ) About right ( ) Too light

**9. Would you recommend the company to a friend as a good organization to work for?**

( ) Most definitely ( ) With reservations ( ) No

**11. What suggestions do you have to make this organization a better place to work?**

**HR Manager:**

**Employee:**

**Date:**

**Date:**



## Annexure 2

### EXIT CLEARANCE FORM

Name of the Employee			Employee Code	
Designation		Dept.		
Date of Joining		Location		
Date of Submission of Resignation		Last Day		
Pan Card No.		Bank A/c No.		
Employee Address				
Contact Nos.(Resi.)		Mobile No.		
Personal E-mail ID:				
Emp. Status(Pls tick whichever applicable) : PERMANENT <input type="checkbox"/> / PROBATION <input type="checkbox"/> / TRAINEE <input type="checkbox"/>				

NOTE: 1. Wherever there is no amount payable pl. mention 'NIL' and sign .

2. If a particular point is not applicable pl. mention 'NA' and sign.

#### 1. Instructions to IT

Sr.No.	Particulars		
1	LOGIN ID to be disabled from:		
2	MAIL ID to be disabled from:		
Name:		Signature:	Date

**2. To be filled in by Accounts/ Finance:**

Particulars of Payment / Recovery on account of	<u>Amount Payable(Rs.)</u>	<u>Amount Recoverable(Rs.)</u>
1. Travel Advance		
2. Telephone		
3. Pro-Rata LTA		
4. Personal Loan		
5. Any Other Recovery/Payment (Please specify)		
a.		
b.		
Total(Rs.)		
Name:	Signature:	Date:

**3. To be filled in by HR :**

Particulars	Payable	Recoverable
1. Notice Pay Payable/Recoverable	_____No. Of Days	_____No. Of Days
2. Encashment of PL (Working Days)	_____No. of Days	_____No. Of Days
3. Relocation Expenses(incase of Outstation Employees)	_____ Amount	_____ Amount
4.Mediclaim Cards(If applicable)	<u>NA</u>	
5.Income Tax Proofs( Whether attached for Tax Exemption Purpose)- (Yes/No/NA)		

6. Is Exit interview form attached (For information of HR)-(Yes/No)		
7. Is Resignation Letter Attached? (Yes/No)		
Name:	Signature:	Date:

**5. To be filled in by Administration:** Company's Property Returned / Recovered. Specify Yes / No. If not applicable mention N.A. Pl. mention the amount Recoverable, if any.

Particulars	<u>Yes / No / N.A.</u>	<u>Date of Return</u>
1. Identity Card		
2. Laptop with all accessories		
3. Office / Desk keys		
4. Company Mobile		
5. Calculators / Instruments		
6. Business Cards		
6. Company documents		
7. Company book / Manuals		
8. Promotional material etc		
9. Briefcase / Travelling Kit		
10. Any other Recovery		
Name:	Signature:	Date:

\_\_\_\_\_  
Employee Sign

\_\_\_\_\_  
HR Sign

\_\_\_\_\_  
Supervisor/PM Sign