

BLAZECLAN TECHNOLOGIES PVT. LTD.

Exit Policy
Document Number: K

Issue Date: 15th May 2018
Revision Date: 1st January 2023

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Your point of contact for this document	
Name	Susmita Kaushik
Title	Associate Director – People and Culture
Mailing Address	A-Wing, 8th Floor, Godrej Eternia C, Old Pune Mumbai Highway, Wakdewadi, Shivaji Nagar, Pune – 411005. Maharashtra, India
Email	susmita.kaushik@blazeclan.com
Phone	+91 7378665773

Issue No	Date	Section/ Sub-section changed	Author	Reviewer	Approver	Summary of changes
A	11th August 2015	All Sections	Shweta Sharma	Varoon Rajani	Varoon Rajani	First Issue
B	1st July 2016	Policy Coverage	Shweta Sharma	Varoon Rajani	Varoon Rajani	Second Issue
C	7th April 2017	Point- Resignation Type	Shweta Sharma	Varoon Rajani	Varoon Rajani	Third Issue
D	28th September 2017	Notice period post resignation	Shweta Sharma	Varoon Rajani	Varoon Rajani	Fourth Issue
E	18th December 2017	Notice period extension post resignation –pg 6	Shweta Sharma	Veeraj Thaploo	Veeraj Thaploo	Fifth Edition
F	15th May 2018	No changes	Shweta Sharma	Veeraj Thaploo	Mahesh Deodhar	Sixth edition
G	1st July 2019	New Logo and Branding, Gratuity	Priyanka Raut	Susmita Kaushik	Gurmeet Singh	Seventh edition

H	1st April 2020	Paysquare Portal Requirements and Full and Final Settlement	Priyanka Raut	Susmita Kaushik	Gurmeet Singh	Eighth edition
I	1st July 2020	Applying resignation on Zoho process and leave encashment	Priyanka Raut	Susmita Kaushik	Gurmeet Singh	Ninth edition
J	7 th July 2021	Leaves, notice period, Service Bond, Comp off, leave encashment, transfer process	Priyanka Raut	Susmita Kaushik	Gurmeet Singh	Tenth edition
K	1 st June 2022	Alumni Connect	Priyanka Raut	Susmita Kaushik	Gurmeet Singh	Eleventh edition

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Introduction

The objective of exit policy is to ensure smooth separation or depart of the Clanmates from the organization.

Scope

This policy and procedure apply to all clanmates of the Company across all the ~~lads~~ & locations (India, Malaysia, Singapore, USA/Canada, Belgium, Australia, and New Zealand)

Roles & Responsibility

Management

To ensure all support towards People Experience Team in terms of giving suggestion, modification, and approval to the process(s).

People Experience team

The People Experience team is responsible to update this policy as per organization needs. Review this policy from time to time to make relevant changes as and when need arises and get the policy document reviewed and shared with all concerned.

- Talk to Clanmate about his resignation.
- Talk to his Reporting Manager about his issue, if required
- If relieving is confirmed - finalize his last date, notice period, inform clanmate about his last date and other exit formalities.
- On the relieving day – Conduct the exit interview, initiate the exit & clearance process through HRMS, issue necessary documents - Relieving Letter cum Experience Letter/Salary Slips (if required). The respective departments will give clearances based on submissions of company assets, recovery etc.
- Initiate the Full and Final settlement with the payroll vendor, once the resignation is initiated in HRMS and relieving date is confirmed.

Finance Department

Responsibility of Finance: Salary Settlement, Loan Verification & Recovery, Full and Final settlement, Tax declarations Actual's verifications, tax difference calculation, Form 16 distribution, certification reimbursements etc.

Paysquare Portal Requirements (For India Clanmates Only)

Responsibility of Clanmate:

- Clanmate would need to update/check their details on Paysquare portal like bank account number, contact number, personal email ID etc.
- Clanmate needs to upload the required investment proofs for the full and final settlement. If the proofs are not submitted then the tax deduction calculations may change and will be deducted from full and final or have to be recovered from clanmate, in case tax amount is more than the full and final amount.
- Clanmate needs to download all their payslips before their last working day.

Responsibility of Paysquare:

- Paysquare will share the F&F settlement report, Tax sheet & month wise salary register with the clanmate on their personal e-mail ID.

Network & Systems

- Disable email ID, disable clanmate access to all company servers, take back data etc.

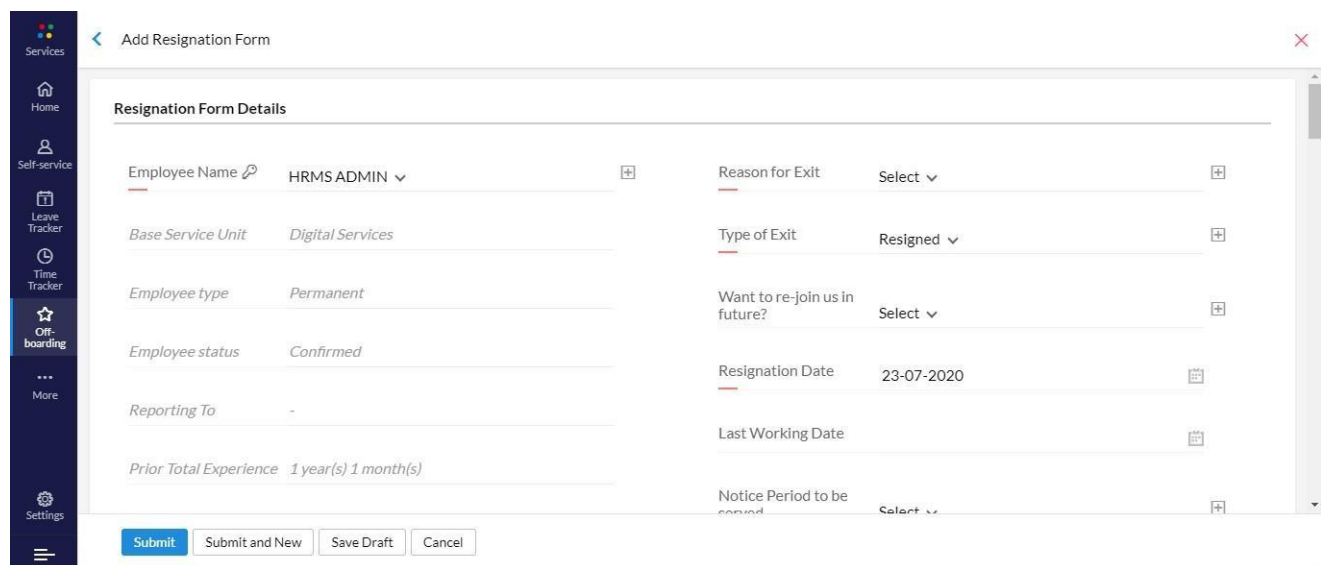
Resignation Type

Clanmate is separated from his or her services with the Company due to the following (which have been covered in detail in different sub-clauses in this policy)

Resignation:

Any clanmate who is intending to get relieved from the services in between the employment/contract period shall tender his/her resignation in advance as specified in the appointment letter.

- Clanmate who is under the **probation period/Internship period** shall tender his/her resignation **up to a 45days' notice period**.
- Clanmates who are **confirmed**, shall tender his/her resignation **with a 90 days' notice period**.
- Resignations shall be routed through the immediate reporting Manager, thereby enabling him/her to find a replacement within the notice period.
- Clanmate who has travelled for short term/long term assignment in any other Country, shall tender his/her resignation up to 90 days' notice period irrespective of his employment type.
- People Experience team has the right to forfeit the dues, in case of a clanmate leaves the organization without a prior notice/intimation, in writing.
- Clanmate's Salary for the days worked during the notice period will be settled along with other dues as a Full & Final Settlement.
- Pro-rata benefits like leave encashment and perquisites will also be available to all clanmates, on separation
- When the resignation has been accepted by Department/ Functional/ Unit Head but requires final discussions with the resigned Clanmate, PEx team shall close the communication loop with the clanmate.
- Clanmate need to apply for his/her resignation via Zoho People
- Clanmate need to go to **Zoho people >> Services >> Off boarding >> + Add Records**.
- Clanmate need to fill in all the mandatory details as requested in the resignation form. Once the resignation is applied system generated email will go to Manager and PEx team.
- Manager needs to accept or reject the same.



Services

Home

Self-service

Leave Tracker

Time Tracker

Off-boarding

More

Settings

← Add Resignation Form

Resignation Form Details

Employee Name	HRMS ADMIN	Reason for Exit	Select
Base Service Unit	Digital Services	Type of Exit	Resigned
Employee type	Permanent	Want to re-join us in future?	Select
Employee status	Confirmed	Resignation Date	23-07-2020
Reporting To	-	Last Working Date	
Prior Total Experience	1 year(s) 1 month(s)	Notice Period to be served	Select

Submit Submit and New Save Draft Cancel

Handing Over & No Dues Submission

- Any clanmate who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure it's the moral responsibility of such clanmate to hand over his possessions and properties belonging to the company to the assigned person/supervisor/manager before being relieved from his/her services.
- Supervisor/Manager shall initiate the process and the newly joined clanmate will take over charges & responsibilities from the outgoing clanmate by signing his/her release clearance form on the last day of working.
- The outgoing clanmate shall furnish all the information/documents relevant to the profile with the newly joined clanmate for a smooth functioning.
- On the final day of the employment the outgoing clanmate shall ensure his/her NOC/ Release Clearance Form with obtained signatures of the concerned reaches the People Experience teams Department to process his/her Settlement.
- At the closing hours of the last working day the clanmate's service comes to cessation and stands relieved from his duties.
- All company property (Email ID, ID Card, Access card etc.) used by the clanmate will be returned to respective departments latest by 7 PM on the last working day of the clanmate or need to send the company assets through courier, if the clanmate is working from home. If assets are not received in the same month as exit month his/her salary and F&F will be kept on hold.
- In case communication back up of the exit clanmate is required after his/her exit, with the Manager's approval we will keep the email id active for maximum of 7 Days after release of the clanmate. At the end of 7th day, latest by 7 PM, all communication access will be deleted by System administrator team.
- On the last working day communication, regarding separation of the clanmate will be communicated to all respective stakeholders (N&S, Admin, Finance etc.) by the PEx team. The PEx team will send first communication before 3 days of last working day for the clanmate and then final reminder mail to all stakeholders on the last working day of clanmate.
- Access Card access of exit clanmate will be disabled on the last working day of clanmate latest by 7PM.
- Note* In the absence of the PEx team, it is responsibility of Finance team to take care of no dues form and responsibility to handover the letter to the clanmate.

Termination

- Termination of services of any Clanmate is made on the grounds of long absenteeism and/or any other disciplinary action(s).
- In case of Termination, due to any disciplinary action, the concerned clanmate is relieved on the very same day. All the following processes are undertaken on the same day.
- In case of PIP – If any clanmate is kept on Performance Improvement program, then the duration of PIP will be the duration of his/her notice period. Based on performance it is the company's decision to terminate or continue employment with that clanmate.
- No Notice period is applicable during PIP, if Company has decided to terminate the employment with immediate effect.
- In case of probation extension – Based on performance: clanmate must follow the process and the duration of extension in probation period/Internship period is 45 days.
- No Notice period is applicable during extension of probation period or internship period if Company has decided to terminate the employment with immediate effect.
- NO DUES CERTIFICATE clearance given by respective HOD in HRMS
- If the Background verification report is RED, PEx team will connect with the clanmate asking for justification if the reason is not valid, he/she will be released from duty on the same day.

Leaves on Notice Period

Earned Leaves/Earned Leaves (SG)/Annual Leaves (MYR)

- Clanmate can take up to 3 earned leaves/annual leaves during their 90 days of notice period (Confirmed Clanmate).
- Clanmate can take up to 2 earned leaves/annual leaves during their 45 days of notice period (Probation Clanmates).
- In case a Clanmate wants to apply for long leaves more than 3 working days, s/he must apply and get prior approval from his manager at least 4 weeks in advance.
- In case, Clanmate has planned to take unplanned leaves for more than 3 days, Her/his Notice period will extend by the No. of days S/He has taken the leaves.
- In case, clanmate has applied for planned leave and then resigned and if clanmate wants to avail those planned leaves then their notice period will get extended by those many days.
- Clanmate is only eligible for more than 3 unplanned leaves either for self/family medical emergency. For that, Clanmate must submit a medical certificate signed by an authorized Medical Practitioner.
- All the details regarding Leave can be viewed in Leave policy – [CLICK HERE](#)

Comp Off Leaves (India, Singapore and Malaysia Location)

- Comp Off up to 3 can be utilized by the clanmate during their 90 days of notice period. This will not extend the duration of notice period.
- Comp Off up to 2 can be utilized by the clanmate during their 45 days of notice period. This will not extend the duration of notice period.

Other Leave Type for Applicable Locations Only

- **Paternity Leave:** Clanmates can apply for 7 days of Paternity leave during notice period. This will not extend the duration of the notice period.
- **Hospitalization Leave:** Clanmate can apply for this leave by providing a valid medical certificate. This will not extend the duration of the notice period.
- **Restricted Leave:** Clanmate is eligible to apply for this leave during notice period. This will not extend the duration of the notice period.
- **Covid- 19 Special Leave:** Clanmate can apply for 7 days of Covid – 19 leaves. This will not extend the duration of the notice period.
- **Bereavement Leave:** Clanmate can avail bereavement leave as mentioned in the leave policy. This will not extend the duration of the notice period.
- **Care Giver Leave:** Clanmate can avail 7 days of Care Giver leave. This will not extend the duration of the notice period.

Full & Final Settlement

Policy:

- You agree that you or the Company may, at any time, during your employment with the Company, terminate your employment without cause, by a written notice of Forty-Five days or salary in lieu of such notice (In case of Probation/Internship) and Ninety Days or salary in lieu of (Confirmation). However, the decision whether to accept salary in lieu of notice or not solely lies with the Company.
- The company at its sole discretion may relieve you before or at the end of your 45/90-days
- If you are promoted during your employment, you agree to abide by the notice period applicable to your new designation. The accrued leave cannot be adjusted / availed during the notice period. Hence once a clanmate submits his/her resignation, the balance leaves will lapse and only the pro-rated leave

balance is applicable.

- Notwithstanding the previously mentioned, you specifically agree that, in case of any breach by you of the Code of Ethics and Conduct or any other misconduct, your services can be terminated by the Company without any notice or compensation in lieu of such notice. You specifically waive your rights to any notice or severance pay other than as is provided in this letter. Clanmate must serve notice period as per mentioned in their Employment letter/Appointment Letter.
- Any Clanmate who resigns on his/her weekly off or public holidays will start from next working day.

F&F Payment:

- All Legal dues need to be paid, and receipt obtained from the clanmate, by Finance.
- Accumulated pro-rated leave balance as per Leave Policy with a maximum limit of 15, as on date for calculating Leave Encashment with notice period.
- Please be aware that Leave Encashment is done on Earned Leave/Annual Leave Balance ONLY (available on ZOHO Leave Tracker page) rest all the other leaves like comp off, bereavement leave, maternity leave, paternity leave, work from home (on duty), company holidays, aborticide leave and wedding anniversary leave will NOT be encashed.
- Clanmate whose No Dues Clearance is not cleared due to distinct reasons; their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.
- Leave adjustment in Notice period or Leave transfer is not applicable for any Band/Designation.
- Also, one is not eligible for any bonus, incentive or company/sales/performance linked incentive if they have resigned from employment at Blazeclan.
- For exits that are on or after 20th of a month, their full & final payment and salary payment will happen in the immediate next month's payroll. (E.g., if exit is on 29th March 2020, the full & final payment along with salary pay-out will take place on 30th April 2020)

Recoveries:

- **Recoveries** if any would be considered in the **first month of notice period**.
- We shall consider **recoveries in case of termination** as well. **Internship bond** will be recovered on pro-rata basis.
- For interns, who have signed a Service Bond during the joining, they are not allowed to resign before completing the duration mentioned in the service bond. If they break the service bond, they need to pay to Blazeclan/adjust the bond amount mentioned in their letter as part of their F&F. The resignation start date should be after completion of bond duration and not the resignation notice end date.
- Ex: If a Clanmate has joined on 1st May 2021 with a Service Bond of 2 years, and resigns on or before 30th April 2023, this will be treated as breaking of the service bond. If Clanmate fails to serve the notice period, he/she is liable to pay notice period recovery amount. The amount will be calculated on pro rata basis.
- Clanmate will need approval from manager and PEx, before Blazeclan agrees to shorten the notice period and agree to accept the bond amount payment.
- Please note the F&F settlement and salary for the month of exit will be put on hold if the clanmate fails to handover the company assets in the same month of exit. Once the company assets are received his/her F&F and salary will be processed with the same months payroll as of receiving the assets.
- F&F processing will happen post last working date, subject to payroll cycle and asset submission.

Compliance:

- When a new clanmate is joining the organization, it is required that he/she works with his previous

employer/s to get the exit date updated on UAN portal. This will help to meet the statutory compliance.

Documentation:

- Interim relieving letter will be shared on last working date subject to completion of all exit formalities. Relieving/experience letter will be shared once F&F settlement is processed.
- For those Clanmate who has planned to transfer back to India from Singapore or Malaysia location only, are also eligible for leave encashment in their F&F as per their Annual or Earned leave balance. It will be calculated on a pro rata basis and maximum encashment will be of 15 leaves only.
- In case a Clanmate/ Trainee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Clanmate/ Trainee.

Notice Period

- Notice period for all the Permanent Clanmates across location is 3 months/90 days only.
- Notice period for all the Inter/Clan Fellow Clanmates across location is 3 months/90 days only.
- Notice period for contract employees may vary Service Unit specific.

Exit Formalities due to Internal Transfer

- If the clanmate is transferred from One location to Another location [e.g., India to Singapore], his/her exit will be initiated from that location only related to payroll processes. His/her F&F, salary and leave encashment will be processed as per the location's policy.
- Clanmate will not be provided with experience letter as the transfer is internal.
- Blazeclan India IT assets (Laptops, Mobile Phones, or any other hardware accessories) are restricted for India base location clanmates. Please hand over all IT assets prior to your due date of travel to respective location. Please ensure to complete this process in advance for IT to assist with your replacement hardware at destination.
- This is only applicable if onsite transfer is more than 6 months, clanmates going for short term can carry official laptops with authorization letters from Blazeclan IT.

Separation Due to Death

- Because of Death of the Clanmate, all processes are followed as per the above-mentioned Sub-sections describing No Dues Clearance, gratuity & Full & Final Settlement.
- Cheque of dues and others is paid to the declared nominee(s) of the Clanmate.

Retirement for Clanmates/Superannuation

- Every clanmate will retire from the services of the company on attaining the age of superannuation i.e.58 years, as per the date of birth recorded in the company's records.
- The management may at its sole discretion grant annual extension beyond the age of superannuation in case the company desires to avail itself of the services of the retired clanmate. Alternatively, he can be engaged on an annual contract basis either on a per diem allowance or fixed monthly remuneration on mutually agreed terms and conditions. The person will not be entitled to any long-term benefits.
- The above is subject to job requirements, satisfactory service and continuing good health of the

clanmate. The authority to approve such extension(s) will rest with the CEO.

- People Experience Team will be intimated to the concerned retiring clanmate through months in advance through respective Reporting officer / HOD.
- During the above intervening period, the clanmate will be required to obtain necessary clearance from all concerned departments. The People Experience Team and Account Dept. will prepare the clanmate's full and final settlement such as salary, balance of leave, gratuity and medical reimbursement encashment, if any, for settling the clanmate's dues timely.
- On the day of retirement, a small get-together will be arranged by the department concerned and an appropriate memento considering the clanmate's service / seniority in the company will be presented.

Exit Interview

- The Clanmate who has submitted the resignation shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems, and practices for improvement in these areas.
- Clanmate will receive a system generated email on the last working date which will have a link to fill the exitfeedback form and Exit NDA will also be attached in it.
- An Exit Interview is arranged and conducted by the People Experience Team
- Exit Interview shall be conducted before processing Full & Final Settlement.
- In case of Separation owing to Termination, no exit Interview is to be conducted.

Gratuity

- As per the gratuity act a clanmate who completes a minimum of 4 years 10 months 11 days in his fifth year of service at Blazeclan or more continuous service or either resigns or retires or services terminated or dismissed or discharged are liable to be paid gratuity at the rate of 15 days Basic salary for each completed year of service.
- For gratuity, one month consists of 26 days. The payment towards Gratuity is payable to all the clanmates.
- For clanmate's working permanently in locations outside India (foreign location) or clanmates on deputation in foreign location, the duration of their stay in the foreign location is not considered for gratuity calculation. For instance, if a clanmate completes 2 years (India) + 3 years (Onsite) + 1 year (India) on his last day of service, his effective total years of service will be 3 years and hence not eligible for gratuity and likewise.

Disqualification & Forfeiture

- The gratuity of a clanmate, whose services have been terminated for any act, will full omission or negligence causing any damage or loss to or destruction of property belonging to the company, shall be forfeited to the extent of the damage of the loss.
- The gratuity payable to a clanmate can be forfeited if:
 - The services of such clanmate have been terminated for riotous or disorderly conduct or any other act of violation on his/her part, or
 - The services of such a clanmate have been terminated for any act, which constitutes an offence involving moral turpitude, if s/he commits such offence during his/her employment.

Statutory Deductions of Income Tax

- The company shall deduct from the gross amount of Gratuity to which the clanmate is entitled, any income tax, super tax or any statutory tax, which the clanmate is liable to pay, and shall pay to the clanmate the net amount after deduction.

Communication regarding last day

- As per the process system generated email will be shared with all the stakeholders (Finance/N&S/Reporting Manager) 5 days prior of last working day. Second reminder communication will be sent by one day prior to the LWD of the clanmate.

Alumni Connect

For the different set of queries that our Alumni may reach out to us:

- PF Related including PF transfer and escalations, if any: alumni.pf@blazeclan.com
- Salary Slips, Income Tax settlement, Form 16, Full & Final Settlement: alumni.settlements@blazeclan.com
- Background verification, Relieving/Experience Letter or any other employment related Letters: letters.offboarding@blazeclan.com
- Homecoming (joining back @ Blazeclan) Recruitment & Alumni Referrals: alumni.hiring@blazeclan.com
- This is applicable for all the Blazeclan locations.