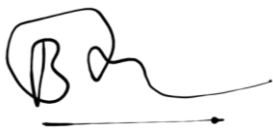


 NEW AGE	Notice Period Policy	Version:	1.0
		Code:	NA-PL-14

Notice Period Policy



11/21/2024

CEO's Approval

	<h1>Notice Period Policy</h1>	Version:	1.0
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1. Policy Objectives

Outline procedures & expectations for notice periods for employees that resigned or had their contracts terminated.

2. Policy

- This policy applies to all C1 and C2 team members of the New Age irrespective of their weekly limits.
- All resignation & termination requests must be approved by the CEO as per our contract termination policy.
- The required notice period for resignation is as follows:

Resignations Notice Period		
#	Criteria	Notice period
1	Less than 6 months of service	2 working weeks
2	6 to 1 year of service	3 working weeks
3	More than 1 year of service	4 working weeks

- The required notice period for contract termination is as follows:

Contract Termination Notice Period		
#	Criteria	Notice period
1	Misconduct	No notice period
2	Termination for any reason other than misconduct	1 Week

- Employees will not be able to apply for paid or unpaid leave during their notice period.
- Employees must provide written notice of resignation to their direct supervisor or HR, stating the intended last working day via resignation letter on Portal.
- Notice should be submitted with expected last working day as mentioned in the table above.
- Departing team members' payroll will be frozen the day they submit their resignation until the end of their notice period.
- Departing team members must complete & approve the handover plan before their last day of working & submit it to the HR team to receive their earnings (from the day they resigned until their last day of working).
- Departing team members should expect to receive their earnings 5 to 10 working days from their last day of working.
- For team members that use Upwork tracker, HR will freeze their contracts on the day of resignation & they will create a project-based milestone on Upwork with the total amount that the team member will receive 5 to 10 working days from the last day of their handover period.
- New Age won't be responsible to give any feedback or reviews in case of absconding cases/someone who doesn't adhere to this policy.
- Failing to provide an approved handover plan before the last day of working or complying with the handover period will result in the freeze of the team member's earnings indefinitely. An approval from the Direct manager & the CEO will be required to unfreeze noncomplying team member.

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- HR team will provide notice to the employee regarding termination, outlining the reasons for termination when applicable upon receiving contract termination request by the direct manager through New Age's portal according to the contract termination policy.
- The notice period will be waived / with immediate effect in cases of gross misconduct or other serious violations of company policy.
- Employees are expected to assist in the transition process during the notice period, which may include training their replacement or completing outstanding projects.
- Team members are reminded of their obligation to maintain confidentiality regarding company information during and after the notice period.

3. Roles & Responsibilities Summary

- **All Employees:**
 1. Comply with the notice period specified in the policy.
 2. Create, deliver & approve handover plans.
 3. Maintain confidentiality regarding company's information during the Handover period according to the NDA & company policies.
- **Direct Managers**
 1. Monitor, review & approve handover plans and ensure their effectiveness and ensure business activities continuity.
 2. Report any violation to the handover period policy to HR.
- **HR Team:**
 1. Process termination requests & inform terminated team members accordingly.
 2. Review handover plans & ensure their effective completion & approval.
 3. Provide earnings to departing team member's that comply with the Notice Period Policy.

Policy Appendices		
#	Appendix Name	Description
1	Handover Plan	A form that includes the list of projects that the departing team member must handover during their notice period, it includes the projects' descriptions, owners, status & deadlines.
2	Contract Termination Policy	A policy that outlines the rules & the procedures taken for terminating a regular partner/s contract.
3	Resignation Letter	A form on New Age Portal that is submitted by team members who wants to resign from their position.