

Exit Process

Scope:

This document is applicable to employees, interns, trainees, consultants & contractors (henceforth referred to as employee/s unless specified) appointed by CodeCraft.

Purpose:

This document aims to define the steps involved in exiting from the terms of employment at CodeCraft.

Description:

Types of exits:

Voluntary Exit: In cases where an employee decides to end their employment terms with CodeCraft out of their own will

I to pursue other opportunities or as per their future plans.

Involuntary Exit: This is applicable in the cases when an employee reaches their official retirement age

(60years) or due sudden demise while at service with the company.

Lapse of time: In case of consultants/contractors where the periodicity of the engagement is defined for a specified time duration, the exit process shall

I be initiated upon lapse of time period.

Performance Issues: In cases where an employee's performance is not up to the expected level despite

providing additional support and training to help them and yet the delivery fails to meet the expectation,

an employee may be asked to exit from their role in the company.

Termination: Company may terminate employment with an employee on account of violation of any

employment terms, information or confidentiality breach or circumstances which hamper the company's

name and reputation adversely.

Important Terms:

Notice Period: Period of employment from the time of resignation till

I the last working day is referred to as

notice period.

Process:

As a practice, we advise employees to discuss with their manager or department head/s before raising

resignation requests about their decision to leave the organization and agree on their terms and conditions

of exit.

In case of voluntary exit, an employee can raise for a self-exit request using the HRMS portal from their

profile page.

Upon receipt of the self-exit notification, HR shall

I connect with the employee to understand the reasons

for their exit and see if there is any possibility to address the concerns causing the employee's decision to exit. This connect shall

happen within 5 days from the date of resignation.

Within 5 days from the date of resignation, HR shall

send an email to the manager regarding their decision

about the employee's resignation, employee identified for KT and check on replacement hiring along with

the decision about the employee's last working day.

HR shall then send out an email to the exiting employee formally

accepting their resignation and informing

about the terms and conditions of their exit.

During the notice period, employees are expected to:

- Fulfil their job duties diligently, maintain productivity and commitment.

- Assist

in the transition process by cooperating with colleagues

and providing necessary

information for a seamless handover of tasks.

- Adhere to company policies, including punctuality, dress code, and workplace rules.

- Maintain a professional and respectful demeanour, avoiding negative comments or behaviours

that could disrupt the workplace or harm their reputation.

- Offer to train colleagues

or the incoming employee, sharing insights and best practices for their success.

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