

VALTECH INDIA – EXIT PROCESS

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Valtech India Systems Pvt Ltd ("Valtech")

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1. OBJECTIVE

To facilitate smooth exit of the employee from the services of the organization

2. APPLICABILITY

This process applies to all employees leaving the organization

3. INPUT ARTIFACTS

Resignation notification initiated via Valtech's official HRMS online tool.

4. OUTPUT RESULTS

Exit Interview Record

Relieving Letter

Service Certificate

5. TASKS

- 1) Employee resigns by submitting his/her resignation in HRMS. All Service Resignation notices must be initiated by resigning employee via Valtech official Human Resource Information System (HRMS) by default to be recognized as official resignation notice. All other modes of initiation of Service Resignation notice will be considered valid only on exceptional basis with approval and at the discretion of People and Culture Department (aka, Human Resource Department). Notice period will start effective from the date of initiation of resignation notice via approved mode of submitting resignation notice.
- 2) Resignation notification will trigger to the Manager & HR
- 3) Retention discussion between Employee & Manager – If employee agrees to withdraw his/her resignation then Manager will reject the resignation in HRMS and Employee will withdraw.

If employee doesn't withdraw her/his resignation then Practice Head/HR will have a discussion with employee. If Employee agrees to withdraw resignation at this stage then Manager will reject employee resignation and employee will withdraw her/his resignation.
- 4) If employee doesn't withdraw her/his resignation then Manager will go ahead and accept her/his resignation by updating the Last Working Day in HRMS.
- 5) HRMS will trigger the Exit formalities Email to the resigned employee
- 6) HR to conduct Exit interview and initiate 'No dues form' on the last working day of the resigned employee

- 7) Employee gets the clearance from all the respective departments
- 8) HR logs a ticket to deactivate the Email ID & communication is shared with all the stake holders
- 9) HR deactivates the facility access & HRMS
- 10) HR initiates Full & Final Settlement and Finance team reverts with FFS/F&F
- 11) HR issues relieving cum experience letter along with Full & Final Settlement.

5.1 EMPLOYMENT TERMS & CONDITIONS, SECURITY BREACH DURING RESIGNATION NOTICE PERIOD

Any security breach committed by an employee/contractor/third party user and which is noticed by the HR Dept. (or brought to the notice of the HR Dept. by any concerned person) would come under the purview of a formal disciplinary process.

As per the disciplinary process, the concerned person/entity would be asked for an appropriate explanation and depending on the severity of the breach and various other aspects, HR Dept. in consultation with the Senior Management would take appropriate action as per the Guidelines maintained by the HR Dept.

All terms & conditions of employment and other prevailing agreements then will be applicable without any change during the period of resignation notice or termination notice.

6. VERIFICATION

Senior management shall review the activities of HR department in respect of handling the exits

QA shall review the activities of HR department as part of the internal audits and reviews

7. MEASUREMENT

Number of persons leaving the organization in a month

8. REFERENCES

No Dues Certificate

Exit Interview Form

Attrition Analysis Report

Disciplinary Process