



## **Exit Policy**



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Policy Name	Exit Policy
Version No	1.0
Contact Person	HRSS - Head
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Approved By	Balaji Parthasarathy

## I. Distribution List

Issued to all employees of Capgemini Technology Services India Limited.

## II. Version History

Version	Date	Description
1.0	December 21, 2017	Exit Policy Document.

## III. Objective

To provide best experience to employee for end to end exit process

## IV. Scope

The Policy will be applicable to all the permanent full time employees of Capgemini Technology Services India Limited

## V. Provisions

### 1. Resignation Letter

Employee need to submit his/her resignation in Exit Clearance Management System (ECMS) which is on-line exit application. The resignation must be approved by the Supervisor/N+1 to whom he/she is tagged on system. The supervisor / N+1 have to approve the resignation in the system at least 10 working days before the last working day so that the exit clearance process can be started well in advance.

The resigned employee will be released from the services of the company only on the last working day end of business hours.

Notice period for all employees is 90 days

### 2 Exit Clearance

**2.1** Once the resignation is approved by Supervisor/N+1, the exit guidelines needs to be followed by employee. This contains details of the departments and SPOCS from whom clearances need to be obtained and the forms (PF, Gratuity) to be submitted by the employee

**2.2** The clearance form is designed to cover 12 departments within the organization:

- Asset Management
- EIS Clearance
- ICRES
- Library & LND
- Supervisor
- Performance Management
- Finance
- Time Helpdesk
- People Process
- People Partner
- Mobility
- Final HR

**2.3** The onus of ensuring completion of the clearance in all respects lies with the employee. Exit team will verify whether the clearance is completed on the system on the Last working date and then issue Relieving & Experience Letters.

**2.4** Exiting employees, who are onsite, are governed by the LOA/secondment agreement currently in force, will have to complete the exit formalities before leaving the organization.

**2.5** As a part of the exit process, BU HR will conduct an exit interview/discussion. The employee first needs to complete the feedback form on the system and then meet the designated HR for a discussion.

**2.6** Employees on notice period are not eligible for 5 days advance / upcoming accrual leave benefit.

### 3 Full & Final Settlement

**3.1** Employees, whose last working date is within one year from the date of joining, will be liable for recovery under the following heads, wherever applicable, as a part of Full & Final Settlement. However, in cases where the terms of employment mention a different condition / period, the same shall prevail.

- Sign On bonus/ Joining bonus
- Notice Pay reimbursement paid at the time of joining

**3.2** The following heads will be recoverable from the employee as a part of Full & Final settlement, if the employee's last working date is within one year from the date of availing the benefit or term mention in agreement.

- Relocation expenses
- Training Costs, if applicable
- Settling Allowance
- Kit allowance.

**3.3** Early Release/Shortfall of Notice Period:

The Notice period of 90 days needs to be served by all the employees. All such cases wherein the Supervisor/N+1 approve an early release, it also needs to be approved by BUHR, BU head and HR Head on system. Shortfall of notice period shall be recovered from the employee at the rate of monthly total base compensation (TBC). This amount has to be paid by the employee in the form of a Demand draft drawn in favor of “**Capgemini Technology Services India Limited**” on or before his/her last working day.

The full and final settlement i.e. the dues pending from the company to the employee, will be credited to employee's salary account within 45 days from the date of completion of the exit clearance formalities. In case the exit is approved on the last working date of the employee then the clearance completion and subsequent issuance of letters will be delayed.

**3.4** In case of any dues pending from the employee to the company, the same is to be paid by the employee in form a Demand draft drawn in favor of “**Capgemini Technology Services India Limited**” on or before his/her last working day.

**3.5** Salary for the last working month will be paid out along with the full and final settlement.

If the last working date is on or before the 5<sup>th</sup> of any month, the previous month's salary will be put on hold and paid out along with the full & final settlement.

**3.6** In case an employee fails to complete his clearances and fails to clear all outstanding dues before his/her last day with the company, his/her settlement will be foreclosed and the company will issue demand letters for the recovery of outstanding dues. No relieving / experience letters will be issued in such cases till such time the outstanding dues are cleared. Further, the company reserves the right to initiate appropriate legal measures for recovery of such dues.

## **4 Salary Account**

The salary account of the exited employee will continue to remain active even after the full and final settlement is completed. However, the benefits associated with a corporate account will be withdrawn and the account will be converted to a personal savings account.

## **5 Employees leaving without intimation /leaving without settling dues**

- 5.1.** For any employee who is on unauthorized absence for a period of ten calendar days, salary, expenses and allowance will be withheld on receipt of notification from the concerned BU. Such an employee will be sent show cause notices/notice of enquiry advising to report for work within a stipulated period of time from the receipt of the notice to the last known address/permanent address. In case the employee fails to report he / she would be declared absconder forthwith, and his / her services with the company will be terminated. Further, access privileges would be withdrawn with immediate effect. This will include terminating e-mail access and withdrawal of access to Company premises.
- 5.2.** The termination letter will be sent to the last known address/permanent address of the employee informing that his/her services have been terminated and that he/she should clear his/her dues.
- 5.3.** The payment due (if any) to him/her will be withheld until such time he/she clears all dues with the company.
- 5.4.** Further, the Company reserves the right to seek all available legal redress as may be appropriate.
- 5.5.** In case the employee reports back to duty within the stipulated time, he / she is required to provide justifiable explanation for the unauthorized absence and such explanation should be acceptable to the Company. The company may initiate appropriate action in cases where the unauthorized absence is not found to be justified / backed by appropriate supporting documents.

## **6. Relieving letter and work certificate**

- 6.1.** Relieving letter and work experience certificate will be given to the employee at the close of business hours of his/her last day with the Company, provided the exit clearances are completed and outstanding dues towards Capgemini are settled. The letters will be issued by the HRSS Offboarding team on verification of completion of exit clearances including payment of any outstanding dues to the company and exit interview.
- 6.2.** No relieving letter will be issued in cases where the company has issued a termination letter.

## 7. Deviations and escalation Matrix

For any queries you can connect with us on **Extn No - +91-22-6686 0500 – 2277088 (6 lines)**  
Or send an email to DL IN Central Exit <centralexit.in@capgemini.com>

Escalation Matrix - PAN India				
Business	Level	Contact Person	Email id	Ext No
Non FS and BSv	Level 1	Manali Rane	<a href="mailto:manali.rane@capgemini.com">manali.rane@capgemini.com</a>	2292669
Non FS and BSv	Level 2	Mohammed Tousif Akram	<a href="mailto:mohammed-tousif.akram@capgemini.com">mohammed-tousif.akram@capgemini.com</a>	8093393
FS	Level 1	Suhas Bhagwate	<a href="mailto:suhas.bhagwate@capgemini.com">suhas.bhagwate@capgemini.com</a>	2013452
FS	Level 2	Mohammed Tousif Akram	<a href="mailto:mohammed-tousif.akram@capgemini.com">mohammed-tousif.akram@capgemini.com</a>	8093393