



HEXAGON

Separation Policy

Revision: 1.1

Last Reviewed: 26 Aug 2024

Next Revision Date: 25 Aug 2026

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1. Introduction

The purpose of the policy is to guide and support a smooth separation of an employee.

2. Scope & Eligibility

All Full-Time employees are required to complete the separation process. It is applicable in cases of an employee's separation arising due to the employee's resignation, retirement, unsatisfactory performance, on disciplinary grounds or because of permanent reduction in the workforce, or any other grounds approved by the management.

3. Definitions

Detailing out all the important terms from the policy document

4. Guidelines

Employees can resign anytime, and the Company reserves the right to terminate an individual's appointment.

4.1 Resignation

Employees are required to initiate the resignation process by emailing the manager and raising the resignation through HexConnect by giving 45 days notice period. In case of retirement, HRBP is to raise exit on HexConnect. If the resignation date falls on a weekend or holiday, the notice period will start from the following working day after the resignation date.

4.2 Termination

The termination of the services of an employee may be due to the conditions mentioned in Employment Terms Policy. Full-Time Employees terminated for any reason will be given 45 calendar days' written notice or 45 days' salary (calculations based on monthly gross) in lieu of the notice period.

4.3 Notice Period

- ❖ The standard notice period is 45 calendar days.
- ❖ If the last working day falls on a Saturday/Sunday, the relieving day will be the last working day prior to that Saturday/Sunday.
- ❖ For retiring employees, the actual date of relieving will be the last working day of the calendar month in which the retiring employee's 65th birthday falls. (As defined by proof of age/birth document submitted at the time of joining)
- ❖ In case the resigning employee does not serve the entire notice period, the Organization reserves the right to deduct salary in lieu of the notice period.
- ❖ Employee will be entitled to avail of all types of leave while serving their notice period, with the Casual Leave entitlement of 1 (one) day per month until the month of relieving. Any extra days of CL utilized will be deducted from their PL balance or adjusted in their full & final settlement.
- ❖ The authority of granting a waiver of the notice period in exceptional situations (beyond the control of the resigning employee), rests with the HR head, based on the recommendation from Function Head. The clause of notice period recovery would still apply.
- ❖ An employee is said to be relieved if he has served the notice period, completed the Knowledge Transfer and has cleared all dues with the company as per the exit no-dues clearance checklist.

5. Procedure

5.1 Separation Process

- ❖ The employee should have a discussion with reporting manager, and on the same day send an email about his resignation. The employee must initiate the online resignation process on Hexconnect and upload the resignation email.
- ❖ The Manager will discuss with the HR Business Partner about the resignation and the date of relieving.
- ❖ In case the notice period is not being served by the employee, the manager must intimate HR Business Partner about the last working date agreed upon between both parties at least one week prior to the LWD.
- ❖ The HR Business Partner will update the LWD in HexConnect. There will be a notice period recovery that needs to be borne by the employee. The HRBP will communicate the specific details of the recovery to the employee, providing information on how it is calculated and any necessary steps the employee needs to take.
- ❖ HR Business partner conducts the exit discussion 15 days prior to the relieving date.
- ❖ In case of termination of an employee, the concerned manager must contact the HR Business Partner to discuss the circumstances and process to be followed. HR Business Partner will follow due process and seek approval of the HOD, CEC, and HR Head to terminate the employee. Once the separation is approved, the concerned manager along with HR Business Partner is required to jointly notify the employee of the action.

5.2 Dues Clearance Process

- ❖ Once the resignation is approved at all the levels in Hex Connect, exit no-dues clearance checklist is auto initiated & emails are triggered to the employee & shared services team (respective function stakeholders) for completion of their action on no dues. Please refer to [Exit process workflow document](#).
- ❖ The full and final settlement details is prepared by the total rewards team and the settlement amount will be deposited in the bank account of the employee based on the completion of the checklist or recovery.

5.3 Relieving Documents

- ❖ The relieving documents comprise of Full & Final Settlement Statement, Experience & Service Letter, and Form 16, if applicable, shared by HR Shared Services Team (hrss.team.india@hexagon.com)
- ❖ Exiting Employees will have access to the ADP ESS Portal for 3 months from the date of their LWD from HCCI. We recommend they download their Pay slips / Tax slips / Form 16 of previous financial years within the above stipulated time. They need to reach out to the payroll team for the current financial year's Form 16 which is generated on a later date after the completion of the financial year.
- ❖ An Experience and Service Letter is issued to the employee in the second week of the following month of exit, provided exit formalities are completed. The organization reserves the right to add relevant remarks in the Experience and Service Letter in case of recoveries due, termination of employment for moral turpitude, etc.

5.4 Queries and Concerns post exit

Exited employees may connect to hcci.ffi.update@hexagon.com for any queries on Full and Final Statement calculation / Payslips/ Relieving letter / Form 16. For queries related to PF and Gratuity, they may write to hcci.retirals@hexagon.com.

6. Policy Administration & Exceptions

Human Resources Department will administer this policy. Human Resources Department in coordination with Administration, Finance and IT Department will be responsible for securing company property held by the employee. HCCI Internal Document. All rights reserved.

7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	10-Aug-2023	Updating policy in revised format	Anant Gupta	Nousheen Khan
1.1	26-Aug-2024	Updating process on automated no-dues clearance checklist	Anant Gupta	Nousheen Khan