



**QUADRANT RESOURCE PRIVATE LIMITED**

**EMPLOYEE SEPARATION POLICY**

<b>Policy No</b>	<b>Version No</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Policy Release / Revision Date</b>

## **EMPLOYEE SEPARATION POLICY**

### **1. INTRODUCTION**

Employees working at organizations have a right to resign from the services for better prospects or due to personal reasons. Employee Separation plays a vital role in any of the organization. This process should be handled more carefully than onboarding to have hassle free relieving for Employees. While attrition is a natural process for organizations, we at Quadrant have defined policy and process for Employee Separation.

### **2. SCOPE & COVERAGE**

All Employees working on permanent rolls of the Quadrant are covered under this policy.

### **3. TYPE OF SEPRATION**

#### **3.1. Voluntary Separation:**

- a. Resignation
- b. Retirement
- c. Long term deputation to Quadrant USA.

#### **3.2. Involuntary Separation:**

- a. Absconding from Services
- b. Termination from Services
- c. Others (Death of Employee)

#### **3.1. Voluntary Separation:**

##### **3.1.a. Resignation:**

Employees willing to separate from the organization will submit a formal notice of resignation to his/her respective Reporting Manager (RM). After necessary discussions and approval from RM, the same will be communicated to HR for further course of action. Employee has to serve the notice period as per policy and give complete knowledge transfer (KT) to his/her reliever. After successful completion of serving notice period, Employees will be relieved from duties on the last working day of notice period. Early relieving / immediate relieving is subject to approval from Management.

##### **Notice period details:**

<b>S. No</b>	<b>Designation &amp; Department</b>	<b>Notice Period</b>
1.	During Probation Period	1 month
2.	After Probation Period Confirmation	3 months

Notwithstanding any of the clauses, the management reserves the right, in its sole discretion, to terminate/relieve the Employee from the services after or before the notice period. Additionally, if separate contract(s) of service have been executed during your tenure at Quadrant, the terms of such contract(s) will also be binding on you.

Grant of leave during notice period shall be at the discretion of management.

### **3.1.b. Retirement:**

Retirement age for Employees as Quadrant is 60 years. HR will give prior intimation to respective Employee who will be completing 60 years soon along with his/her reporting authorities and take care of his separation process as prescribed above.

### **3.1.c. Long Term Deputation:**

As Quadrant have offices across the world, based on business requirements, Employees will be given opportunity to work in abroad as a long-term deputation. In such cases, the concerned Employee will be relieved formally for Quadrant and will be moved to Quadrant USA. Employees will have to undergo the same separation process as mentioned above.

## **3.2. Involuntary Separation:**

### **3.2.a. Absconding from Services:**

Employees not attending to duties for 3 or more days will be considered as unauthorized absent to duties. In such cases, respective Reporting Manager will be primary responsible person to inform HR on unauthorized absenteeism. HR will first call the employee on his/her mobile to understand the situation / condition / reasons for unauthorized absenteeism and will inform Employee to report back to office immediately. Based on the telephonic discussion, HR will also send an email to employee on his/her personal email id referring the same.

Initially 3 days' time will be given to Employees to report back to office in the first email, and a reminder email will be sent after 3 days asking him to report back to office in another 3 days. Failing which this will be considered as absconding from services and will be terminated from the services of Quadrant. They will be communicated to respective RM.

If in case of Employee absconding from services and followed by termination, he/she will not be issued with any relieving or experience letters from Quadrant. If in case of any dues payable from Quadrant to Employee, the same will be kept on hold until the Employee clear his dues pending to Quadrant if any.

<b>S. No</b>	<b>Details</b>	<b>Timelines</b>
1.	Un-authorized absenteeism for	3 days and above
2.	Time to be given in 1 <sup>st</sup> email	3 days
3.	Time to be given in 2 <sup>nd</sup> email	3 days
4.	Termination letter to be sent after 2 <sup>nd</sup> email	3 days

### **3.2.b. Termination from Services:**

Employees not complying with Quadrant policies, processes, procedures, and Code of Conduct will be considered serious misconduct and will lead to termination from services. In such a cinereous payment of dues will be at the discretion of the Management.

### **3.2.c. Others (Death of Employee):**

If in case of Death of Employee while in service, Quadrant will clear all dues to his/her legal hires or nominees as per the nomination forms submitted by Employee while in service. Nominees or Legal hires will have to submit the necessary documents like death certificate, legal hire or nomination form, id proof of nominee or legal hire etc. to claim the dues from Quadrant.

## **4. PRE-RELIEVING PROCESS / FORMALITIES:**

Once Employee resigned and serving notice period, he/she must meet HR Team to understanding the dues to be cleared from his/her side like:

- Any loans or advances due to Quadrant.

- Service agreement violation charges (if applicable)
- Any loyalty reward or incentives to be paid back to Quadrant.
- Deputation agreement violation charges (if applicable)
- Shortfall of notice period amount (if applicable) etc

If incase of any dues to be paid by Employee, then he/she has to get net payable amount from HR Team in written format and pay the same via Online Transfer. These dues to be cleared 3 working days before the relieving date of Employee to have hassle free relieving.

#### **5. ON THE DAY OF RELIEVING:**

On the last working day, Employee to meet HR Team to initiate his/her relieving formalities. HR team will provide necessary below documents to Employee for getting clearance from various departments.

- No Dues Form (to be signed by concern dept. and all support functions)
- Notice Period Form (to be filled by Employee, Reporting Manager and HR)
- Exit Interview Form (to be filled by Employee)

Once the Employee completes the exit formalities and submit all the above said filled in documents to HR, his/her access card will be de-activated and access to all logins (HRIS/Intranet/Timesheets etc) related to Quadrant will be de-activated by HR immediately.

Employee will be relieved by end of business hours by providing Relieving & Experience Letters.

#### **6. POST RELIEVING FORMALITIES:**

Once the Employee is relieved from the services, then HR Team will start working on post relieving process of those Employee as mentioned below.

- Full & Final inputs (No of days worked during the month / Leave / LOPs etc) will be prepared and share with Finance team to process F&F.
- This whole process will take 30 days from the date of relieving of Employee.
- PF: Employee reserves the right to withdraw or transfer PF. Please feel free to discuss with Finance Team on your last working day to have more details on the PF withdrawal or transfer process.

#### **7. IMPORTANT POINTS TO REMEMBER:**

As communicated above Employees are requested to follow the above process to have smooth relieving from the Organization. If incase of any dues or formalities pending from Employee, then his/her documents will be released from Organization until they clear all the dues and complete exit formalities as per policy of Quadrant.

The company reserves right to modify, amend, or rescind this policy at any time. This policy supersedes any prior policies, whether written or oral on the topics covered in this policy. Any deviation to the above policy shall be taken only with written approval from CEO / Delivery Head.

## **Human Resources**