Employee exit procedures and guidelines

- Employee initiates separation from their profile in SuccessFactors and the request will go to their reporting manager and HR for approvals.
- Employee to check with his reporting manager about their last working day (for grade A, B & C notice period is 90 calendar days from the date of resignation for confirmed employee and 30 days for non-confirmed employee).
- The employee's current month's salary will be stopped and will be paid out as a part of the Full and Final Settlement (if the Last Working Day falls anywhere between the 1st till the 7th of the month then the previous month's salary will go on hold).
- Employee need to update their correct address, valid email id and active phone number for future communication in SuccessFactors. Any communication that the company has to send to quit employee will be sent to their address via post or will be communicated via email.
- If any employee has availed any travel advance which has not yet been settled, please ensure that it is settled with admin team at least one month before his/her last working day.
- We expect you to take care of Knowledge transfer and get the confirmation from the reporting authority for the same.
- Employee is requested to self-return all company belongings like Laptop and other assets if allocated on their last working day to IT Support SPOC. Employee to liase and check with IT Support (itsupport@scan-it.com.sg) and Admin (admin@scan-it.com.sg) for the guidelines to be followed while returning the asset. It should be in a working condition and in case of any damage, recovery will be initiated by the employer and employee's full and final settlement and experience letter will go on-hold.
- HR team will inform about the exit formalities to be completed to the resigned employee one week prior to their last working day and they should get sign-off from PMO, Admin & HR team. Also, submission of assets like ID card, drawer keys etc. is mandatory.
- Photo ID and floor access card to be submitted by resigned employee on last working day to Admin team. In case employee submits the same to the fellow employees/HR, please inform the HR team also in order to avoid unnecessary deductions from the full and final settlement amount.
- Please handover the assigned mobile unit/drawer keys on last working day to Admin team (If company has given the same). In case employee submits the same to the fellow employees/HR, please inform the HR team also in order to avoid unnecessary deductions from the full and final settlement amount.
- Joining/Retention Bonus amount which is paid to resigned employee will be recovered from them as per the clause mentioned in their offer/appointment letter. The recovery will be initiated before last working day of the employee and they should return the amount to the organization. Mode of returning amount will be informed by HR team.

1. **Relieving/Work Experience Letter**

Relieving/Work Experience letter will be released to employee along with full and final settlement. In case of absconding from employment then relieving/work experience letter will NOT be issued. If employee is willing to buyout the notice period (post approvals) then employee will be required to submit Cheque for the said amount before their last working day. For any queries regarding relieving/work experience letter, write to hrd@scan-it.com.sg

2. **Full and Final Settlement**

Full and final settlement will be processed after 45 days from the quit employee's last working day (LWD). HR team will share soft copy of full and final settlement on quit employee's personal email-id. Also, please make sure that you do not close your current salary account until the amount has been credited. In case of any clarifications about F&F, contact HR team by sending an email to hrd@scan-it.com.sg

3. **Privilege Leave**

Accumulated privilege leave balance on employees last working day will be encashed and paid along with the Full and Final settlement. The Accrued leaves maximum limit to encash is 45 days, any leave over and above will be lapsed and will not be calculated for F&F calculation. Privilege leave will be encashed based on employees last drawn basic salary.

4. **Provident Fund and UAN**

On employee's resignation and subsequent joining to new establishment, PF needs to be transferred to the new employer PF account, for which, employee needs to approach new establishment. To check PF number and UAN, kindly check your salary slips.

5. **Investment Proofs submission**

Employees are required to submit the investment proofs for the declaration made by them in the Nexdigm's ESS portal and the process to be followed is as under.

- Investment proof softcopies must be shared with HR team **7-10 days prior** to their last working day.
- Share the softcopies of all your investment proofs to HR team via e-mail (hrd@scan-it.com.sg) and Monika Tiwari (mtiwari@scan-it.com.sg).
- Please refer guidelines mentioned in Tax Provisions document while submitting softcopies of your investment proofs.
- Documents not in line with the guidelines will be rejected and there will not be any communication as an alert on the missing proofs/documents.

- If you have any queries with regards to proof submission, then raise a query request within payroll portal and get it clarified from them.
- Please note that the higher tax deducted and deposited with the tax authorities due to wrong declarations cannot be refunded back by the company. The individual in such cases needs to claim the refund from tax authorities directly at the time of filing his/her individual return of income.

6. **Sodexo**

Any employee who has opted for Sodexo in Scan-IT flexible benefit plan, their last months' Sodexo amount will not be credited to Sodexo meal card, instead it will be paid along with full and final settlement amount.

If you face any issues with regards to the above which is not addressed by the HR team, please write to below personnel(s).

1st Escalation – sgowda@scan-it.com.sg

2nd Escalation – mtiwari@scan-it.com.sg