

Exit Policy

The Exit Policy aims to provide a clear and concise framework for managing various types of employee exits, ensuring a smooth transition and maintaining a professional and respectful environment for both departing employees and Metadologie India Private Limited.

It outlines the procedures and guidelines to be followed during resignations, absconding, performance-based terminations, terminations for misconduct, and unfortunate events of sudden demise.

In case of Resignation:

Employees who voluntarily resign must provide a notice of 60 days or more to their immediate supervisor and the HR department. The duration of a notice period of an employee can be extended from 60 days to a maximum of 90 days as per the designation of the employee.

The resignation notice should include the employee's last working day and any pending tasks or responsibilities should be handed over to the reporting manager or to a designated employee assigned by the manager.

In case of Absconding:

Absconding refers to an employee's unauthorised absence from work without any prior notice or communication.

In case of absconding, the HR department will make reasonable attempts to contact the employee through phone calls and emails.

If the employee fails to respond or return to work within 5 working days, it will be considered as voluntary resignation, and all employment benefits will cease accordingly.

In case of Termination :

Termination on the Grounds of Performance

In cases of consistently poor performance or failure to meet performance standards, the employee may be subject to termination.

Termination due to performance issues will follow a fair process, including documented performance feedback, warnings, and opportunities for improvement.

The respective manager will provide an appropriate notice period followed by an exit interview which will be conducted by HR. In case of termination on grounds of performance, the

organisation holds right to provide a notice of 15 days to an employee under probation and a notice of 60 days to the employee who is serving as a full-time employee.

Termination on the grounds of ZTP or Misconduct

Termination may occur if an employee engages in activities that violate company policies, code of conduct, or exhibits behaviour that undermines the organisation's values.

Zero tolerance policy (ZTP) violations include but are not limited to harassment, discrimination, theft, fraud, or any form of misconduct.

Such terminations will be carried out after a thorough investigation, adhering to legal requirements and due process. Also can lead to immediate termination of employment/training with/without any prior notice.

Termination on the Grounds of Data Breach

Any employee found responsible for a data breach, including unauthorized access or disclosure of sensitive information, within or outside the organization with any friend, family, relative, close competitor or any other entity, will be subject to immediate termination of employment. It can occur when an employee is found responsible for mishandling or intentionally accessing and disclosing sensitive or confidential data without authorization. The organization holds the authority to take strict actions including legal actions and penalization of the accused employee of a minimum INR 2 lakhs up to the cost of damage done.

In case of Sudden Demise:

In the unfortunate event of an employee's sudden demise, HR will extend full support to the employee's family and ensure the smooth settlement of pending dues, benefits, and insurance claims.
