

# 7. Conditions of Employment and Termination Procedures

At Toyama Controls & Systems Pvt Ltd, we prioritize a transparent and fair employment relationship. We have clear guidelines regarding the conditions of employment and the procedures for termination, which are outlined as follows:

## Conditions of Employment:

1. **Probation Period:** Upon joining the company, every new employee will undergo a probation period of six months. This period serves as a mutual evaluation phase, where you have the opportunity to understand your role, responsibilities, and the company culture, while we assess your performance and fit within the organization. During this probation period, your performance will be closely monitored and evaluated. If your performance, behavior, or conduct is found unsatisfactory, the company reserves the right to terminate your employment without providing any pay in lieu of notice.
2. **Performance Expectations:** All employees are expected to fulfill their job responsibilities to the best of their abilities and maintain a high standard of professional conduct. Regular performance reviews will be conducted to provide feedback and facilitate your professional growth.
3. **Code of Conduct:** All employees are expected to adhere to the company's code of conduct, which is outlined separately in this handbook. Non-compliance may result in disciplinary action, up to and including termination of employment.

## Termination Procedures:

1. **Investigation and Documentation:** When a situation arises that may lead to termination, a thorough investigation is conducted to gather all necessary facts and evidence. This may involve collecting statements, reviewing relevant documents, and speaking with involved parties. The findings of the investigation are documented to support the termination decision.
2. **Review by Management and HR:** The investigation findings, along with supporting evidence, are reviewed by the management team and HR department. This ensures a fair and unbiased assessment of the situation and validates the decision to proceed with termination.
3. **Notice of Termination:** If the decision is made to terminate the employee's employment, a formal written notice of termination is prepared. The notice includes the reason for termination, effective date, and any relevant information regarding final payments, benefits, or outstanding obligations.
4. **Termination Meeting:** A meeting is scheduled between the employee, their supervisor or manager, and an HR representative. During this meeting, the termination is

communicated, and the employee is provided with a copy of the written notice. The HR representative explains the details of the termination process and addresses any questions or concerns the employee may have.

5. **Return of Company Property:** The employee is required to return all company property, including access cards, keys, laptops, documents, or any other items belonging to the company. This ensures the smooth transition and protects company assets.
6. **Final Settlement:** The HR department handles the final settlement process, including the calculation of any outstanding payments, such as salary, unused leaves, and other applicable entitlements. The employee's final paycheck is prepared and disbursed according to the company's payroll schedule.
7. **Exit Formalities:** The employee is guided through the necessary exit formalities, including the completion of any required paperwork, return of any company-specific documents, and an exit interview if deemed necessary. The exit interview provides an opportunity for the employee to share feedback or express any concerns about their experience with the company.
8. **Account Deactivation:** The employee's access to company systems, databases, email accounts, and other relevant platforms is deactivated to ensure data security and confidentiality.

It is important to note that the conditions of employment and termination procedures are designed to protect both the employee and the company. We are committed to treating every employee fairly and professionally throughout their time with us. If you have any questions or require further clarification on any points, please contact the HR department. We approach terminations with fairness and empathy, always striving to uphold our company values while ensuring a smooth transition for both the employee and the organization.