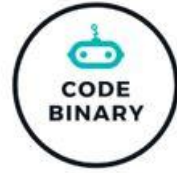# CodeBinary Initiatives

Absconding Policy

CodeBinary is an organization which functions on firm ethics and believes in trust, commitment and discipline. Along the lines of aforesaid values, CodeBinary has introduced an Absconding Policy.

What is Absconding?

Absconding can be defined as isolating oneself professionally or leaving an organization unannounced. It is the most unprofessional and unethical way to separate from an organization you previously working for. Absconders fail to give reasons for their unannounced withdrawal from the organization and thus, it results in leaving a negative impression on the workplace.

Losses faced by companies in cases of Absconding

The practice of absconding has claimed to be highly detrimental when it comes to its effects on an organization as a whole. Along with unannounced drop in employee count, it can also result in breach of company's privacy policies if necessary data privacy measures are not taken by the company beforehand. Along with the above stated forms of losses, one of the major losses faced by the companies also include monetary losses, which further lead to a decline in it's overall functioning and hampers the company's efficiency as well.

Why is Absconding unethical and unprofessional?

An organization runs on certain fundamentals which are necessary to be abided by in all situations. These fundamentals determine the internal as well as external environment of the workplace, which subsequently determines the net efficiency of the company. Thus, breaching the basic protocols is considered to be highly unprofessional and unethical as there are certain obligations an individual is supposed to adhere to. In event of not adhering to the fundamentals, the act is detrimental to the company as well as to the individual, as discussed above.

Conditions under which an employee is declared to be ABSCONDED

The company shall declare an employee absconded on the grounds subsequently mentioned.

If an unreasonable amount of absenteeism is observed, followed by failure to complete and report the assigned tasks within the stipulated time period by the company, the following steps would be taken by the management:

- The management shall try to contact the employee through official mail and text messages representing the company's first attempt to connect to the employee.
- If the employee fails to respond to the above measures within the time period of a week, the management shall try to approach the employee by contacting him/her on all communication platforms (SMS, WhatsApp and GLIP) including social media platforms as well (subject to platform of connection).
- If the repeated efforts are not successful in reaching the employee, the management shall advance to calling on residential phone number as the last and the final attempt to connect to the employee.

The above mentioned steps would be taken in a span of 14 days and on the basis of the surrounding facts and situations, the HR shall declare the offer letter null and void, followed by a mail stating the same to the employee. If the employee wishes to reclaim his/her status in the company, he/she will be required to write a mail to HR, within the allotted timeslot for negotiation - 24 hours after receiving the mail from HR.

If the employee fails to fulfill the above stated, his/her data will be deleted from the company, followed by job termination and declaration of the offer letter to be null and void.

Consequences of an employee being declared ABSCONDED

Once an employee is declared absconded, the following measures shall be observed:

- The employee will neither receive a letter of recommendation nor any proof of work experience shall be produced by the company in the respect of the employee.
- In event of employee holding access to any of the essential data or files of the company, those access would be revoked.
- The employee would be blacklisted from the company's contact list and further communication with the employee would be deterred.

For CodeBinary

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