

EMPLOYEE SEPARATION POLICY

1. Objective

The objective of this policy is to lay down the guidelines to be followed at the time of separation of employees from PeopleLogic Business Solutions Pvt Ltd.

2. Purpose

The purpose of this policy is to ensure separation from services of the company is complete in all respects and the successor is suitably oriented to take over the assignment so as not to jeopardize the working system in the interest of the organization.

3. Scope

This policy is applicable to all the employees of PeopleLogic Business Solutions Private Limited.

4. Types of Separation

Separation of employee from the services of a Company can occur in any of the following ways:

- Voluntary Resignation
- Termination
 - On account of non – performance
 - On disciplinary grounds
 - On account of unauthorized absence (absconding)
- Superannuation or reaching the age of retirement
- Separation on account of death of employee

a. Voluntary Resignation

Process

Any employee desiring to leave the services of the company will have to notify his/her immediate supervisor of his intention to leave the services of the Company by stating the reasons for the same and serving the required notice period as mentioned in the appointment letter. Any employee who

has decided to leave the organization should submit the resignation in writing (via email) to the Reporting Manager. The process has to be simultaneously initiated on the HRMS as well. The Reporting Manager/ Department Head should have a discussion with the employee within **2 working days**. Post the detailed discussion by the Reporting Manager/Department Head with the concerned employee will provide his acceptance or non-acceptance via email and HRMS **within 3 days from the date of resignation**. In all cases of acceptance, the last working day should be clearly mentioned and communicated to HR. HR will go for a face to face interaction with the resignee to understand the reason and to sort out the probable solution **within a week**. Post this discussion, with mutual consent if, The resignee chooses to stay back, he/she shall withdraw her/his resignation in writing (via email) and on the HRMS. The resignee chooses to continue with the decision to resign, acknowledgement of the resignation letter in the form of Resignation Acceptance letter will be issued to the employee in writing (via email) and on the HRMS.

Notice Period

All employees will have to serve the requisite notice period as per the terms of his/her appointment or circulars issued from time to time. Applicable notice period shall begin on the date when the concerned employee has given the resignation in writing to the Reporting Manager.

Last Working Day

If the last day of the notice period falls on a holiday or weekly-off, the employee shall be relieved on the working day prior to the holiday/ weekly off. On the Last working day the employee has to complete the Exit Interview Form and has to ensure the No-Due Form has been completed and has reached the Finance Team. The finance team will complete the **full and final settlement within 30 - 45 days** from the last working day provided the 'No Dues' certificate of the employee is cleared. The settlement dues will credit to his/her bank account. In a case of recovery, the relieving letter shall be issued only on receipt of payment from the concerned employee. Employees need to share an Email to the finance department for the relieving letters.

Leaves during Notice period

The employee is not allowed to take any leave during the Notice Period. In exceptional cases (medical or other exigency), the employee may be allowed to avail PL or SL, with prior approval from Reporting Manager. In that case the last working date will be extended by the number of leaves availed based on the discretion of the Reporting Manager. Leaves (PL) will be accumulated till the last working day of the Employee.

4.2 Termination

Termination on grounds of Non Performance: PeopleLogic provides full space to the employees to perform and prove his/her ability on the job. Termination of the employment would be the last

resort and a regrettable decision for employees who are not able to perform as per required standards. All businesses have a 'Performance Improvement Plan' which will be effective for employees whose performance is below par. In the event of his performance not showing any improvement, the Company will have no other option but to terminate his/her performance as decided by the Reporting Manager/Department Head in consultation with the Management and HR. An employee can be terminated for breach of conduct, where the management has lost confidence and trust on the employee by giving adequate reasons and with or without notice pay. Specific cases may also be referred to the HR for a due process of enquiry, wherein the employee may be asked to appear for a discussion so as to provide him/her an opportunity for being heard. All such termination will be communicated by the HR Department. Termination on account of Unauthorized Absence or repeated absence will be governed by the service rules and code of conduct. If an employee is absent continuously or availing 3 or more days of leave without prior approval, will result in termination.

4.3 Superannuation or Retirement from services

An employee shall superannuate on attaining the age of 58. The Date of superannuation shall be calculated on the basis of the Pan card/ Aadhaar submitted by the employee while joining PeopleLogic. HR will inform the Reporting Manager and the Business Head whenever an employee is reaching Superannuation at least 3 months in advance. In select cases employees can be provided 1 year extensions upto a maximum of 2 times based on exceptional approval of the Board of Directors.

4.4 Separation on account of death of employee

In the unfortunate event of death while in service, HR shall render the following assistance: HR in consultation with the Management and approval from the Management will provide the necessary support to the employee's family in terms of any help that may be needed by the family to deal with the emergency. Advance amount, if required, to the next of kin to take care of immediate expenses. Full and final settlement of dues to be done within 15 days, from which the advance will be adjusted. Process expeditiously the Provident Fund / Gratuity / Insurance settlements and other statutory benefits granted to the deceased employee as accrued during her/his employment with PeopleLogic Business Solutions.

4.5 Contact Information for Future Correspondence

Separating employees are required to provide their contact details and addresses for future correspondence, if need arises.

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	Updated and converted to new format