

OFFBOARDING POLICY

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DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/01/2018	HR Operations	Initial Draft	Head, HR
1.1	1/12/2018	HR Operations	Added F&F time line, Voluntary Separation process,	Head, HR
1.2	27/05/2019	HR Operations	F&F processing timeline changes	Head, HR

1. OBJECTIVE

- To ensure employees wanting to resign from Altran are aware of their obligations and the procedures that needs to be followed.
- To define the process and procedure for Full and Final settlement, whereby there is a settlement of pending dues by both the parties on Separation of an employee.
- This policy governs the off boarding process to ensure smooth transition of departing employee and provide us feedback to enhance our organization policy and work culture.
- Off boarding process is applicable for both, voluntary & involuntary termination of employment.

2. SCOPE:

Applicable to Full time and fixed term employees of Altran India Pvt Ltd.

3. OFFBOARDING PROCESS

3.1 VOLUNTARY SEPARATION

Below are the steps:

- 1. RESIGNATION PROCESS:** Employee initiates the resignation in ESS portal.
- 2. MANAGER DISCUSSION:** Employee discusses regarding the resignation with the manager. Based on the discussion, if an employee agrees to stay back with an organization, employee will take back the resignation; Manager will retain the employee by rejecting the resignation request in ESS portal. If not, manager will accept the resignation in ESS portal. Employee to serve the required notice period of 3 months.
- 3. RETENTION DISCUSSION:** Manager/ HRBP conducts the retention discussion.
- 4. NOTICE PERIOD:** Employees are required to serve 3 months of notice period. This is applicable for the entire Business unit of Altran India. Notice period is applicable for Full time & Fixed term employees. Notice period salary is computed based on the monthly gross salary of the employee. Any privileged leave taken in advance of the entitlement (where permitted) will be deducted from the employee's Full and Final settlement. Based on the business need employee might be asked to extend the notice period. The notice period will not be adjusted against the leave balance Any employee serving notice period will not be entitled to any subsequent salary revision including any benefits that would be applicable with retrospective effect.

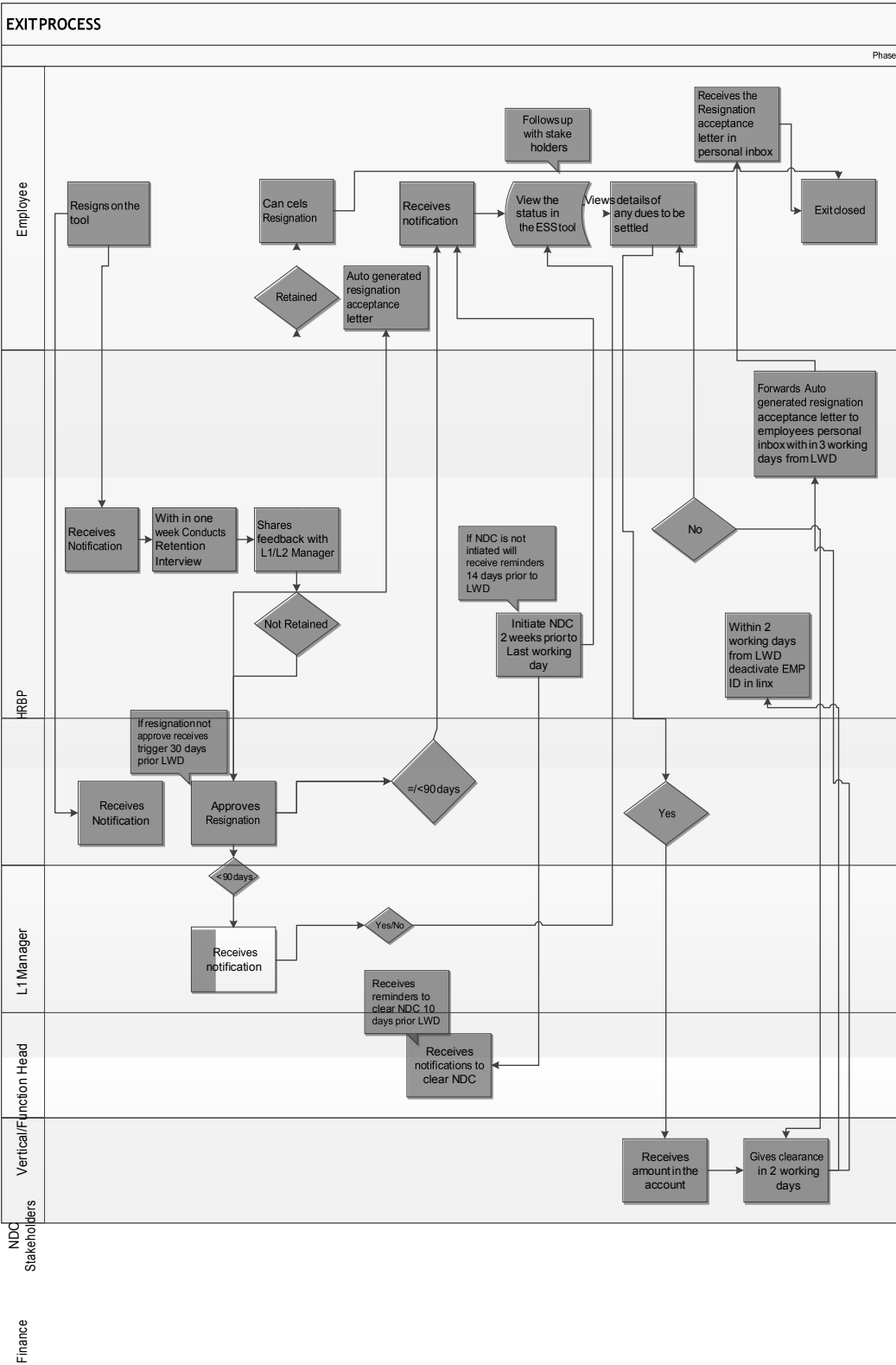
5. **NO DUE CLEARANCE:** It is the responsibility of an employee to ensure that the all stakeholders clear the NDC in the ESS portal. Employee needs to get the no dues clearance from different stakeholders, settle the dues before the LWD.
6. **NDC STAKEHOLDERS**
 - i. Immediate Manager/Reporting Manager
 - ii. HRBP
 - iii. Global Mobility
 - iv. Facilities
 - v. IT
 - vi. Finance
7. **ISSUE OF RELIEVING/ EXPERIENCE LETTER:** Employee to receive the soft copy of relieving & experience letter subject to no dues clearances from all the stakeholders. Relieving /experience letter will be kept on hold for the recovery cases. .Experience Letter will be issued to an employee only if all “No Dues” are cleared in the ESS portal. The employee will receive the Relieving letter only after all the dues are cleared in the ESS tool prior to last working date.
8. **PROOF OF INVETSMENT SUBMISSION:** The resigned employee has to submit the investment proofs prior to the last working day in the below mentioned path. If an employee does not submit the investment proofs prior to last working day, then they need to submit same while filing tax returns._
altran.peoplestrong.com → Payroll → Tax Declaration
9. **EXIT INTERVIEW:** HRBP conducts the exit interview on the LWD for all the exits. This is done through telephonic/ face to face mode. HRBP collects the information about exit, sharing the feedback with the delivery for improvement & action plans.
10. **OFFBOARDING IN LINX TOOL:** HRBP to inform the HROPs regarding deactivation of employee record in ESS & MDM tool.
11. **FULL & FINAL SETTLEMENT:** F&F settlement will be processed within 60 days from payroll date of the relieving/separation month. Mode of payment will be through A/c transfer. HROPs team will share the settlement copy to the employee.

For resigned Employees 1 month salary will be on hold & the same will be released with Full & Final settlement. Full month Salary will be on hold, a month in advance of the Last working Day month.

Example1 :

For employees whose last working day falls in Dec 2018 , Nov month salary will be on hold and Dec payroll can be released (Dec 1 to Last Working Day). Full month of salary HOLD shall be released along with F&F settlement.

• Process Work flow ESS tool (Exit Module)



- **RASIC Chart (voluntary separation)**

Activity	Employee	HRBP	L1 Mgr	L2 Mgr	NDC Owner*	Finance	HR Ops
Resignation in tool	R	I	A				
Retention Interview		R	I	C			
Approves Resignation	I	I	R				
NDC clearance					R		
Ensure NDC is cleared	R	S (escalation)	S (escalation)				
Stop salary (last month of the notice period)							R
Due Clearance	R					I	
Full and Final settlement							R

R = Responsible

A = Approve

S = Support

I = Informed

C = Consult

3.2 INVOLUNTARY SEPARATION:

Company reserves the right to terminate employee service immediately without any notice, in the following circumstances:

- Involuntary separations are done for PIP, Disciplinary actions, restructuring process
- For disciplinary action, notice is sent to the employees residence and termination is initiated
- If Employee is guilty of misconduct as per code conduct Breach of any provisions mentioned as per the appointment letter
- Employee is convicted of any criminal offence (other than a traffic violation for which a fine is imposed); or
- Become mentally disabled or are unable to perform duties
- In-subordination
- If the Employee furnishes false information to the Company at the time of joining the service
- Fabrication of business documents
- Reporting to work under the influence of alcohol or controlled substance
- Possession, use, sale or distribution of controlled substances on the Altran or Client property
- Engaging in harassing conduct
- Excessive absenteeism or tardiness
- Abuse of equipment (including excessive personal use of office equipment)
- Gambling on Altran or Client premises
- Dual employment

The Company has the right to discharge or terminate your service at any time, without assigning any reason.

Seperation on the below mentioned grounds will be not eligible for rehire

- Violation of Code of Conduct
- Absconding
- POSH
- Performance Issue
- Workplace misbehavior

4 DISCLAIMER:

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.