

# **SEPARATION POLICY & PROCESS**

**SecureCloud Software Services Ltd**


SECUREKLOUD	SEPARATION POLICY & PROCESS	Doc. Version	4.0
		Rev. Date:	01-Apr-24

## Document Control

Prepared by	Reviewed by	Recommended by	Approved by
Work Group	Middle Management	Department Heads	Executive Vice President
Manager – H.R.			Head – People & Culture

## Document History

Version	Date	Changed By	Description	Status
1.0	Jan-14	Ratika	Original Version	Approved
2.0	Feb-16	Venkateswaran S.	Change of Process	Approved
2.1	June-17	Venkateswaran S.	Updated – Absconding	Approved
2.2	01-Feb-21	Work Group	Initial Version	Modified
2.3	09-Feb-21	Department Heads	Initial Version	Modified
3.0	26-Feb-21	Executive Vice President	Recommended Version	Approved
4.0	01-Apr-24	Manager – H.R.	Amended Version	Approved

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## Objective

To follow industry best practices and fair standards in its human resource management procedures, SecureKloud adheres to the following separation policy.

## Purpose

SecureKloud believes and practices employment at free will. SecureKloud wants its associates to have a long and successful career in SecureKloud and provides ample opportunities for growth and development with a healthy work environment. SecureKloud also recognizes that associates may still wish to leave the Organization and wishes to maintain continued good relationship with its past associates.

The purpose of this policy is to set appropriate guidelines and procedures for separation of associates from the services of the Company.

## Scope


This policy is to provide the necessary guidelines to handle the process of associate separation with an objective of making the process smooth. The policy will specify the notice period, process of relieving, salary pay out during the notice period.

## Applicability

This policy is applicable to all associates under the payroll of SecureKloud India.

## Policy

Termination of employment can be at the option of either the Company or the Employee. The Company shall be entitled to terminate the services of an employee for any reason whatsoever by giving 30 days prior written notice to such employee. No such prior notice shall be required if the termination is on account of disciplinary grounds. An Employee shall be entitled to terminate the employment by giving three months' prior written notice to the Company. Upon receipt of such notice, the Company shall be entitled to accept such termination with a lesser notice period at the sole discretion of the Company which in any case shall not be less than 30 days from the date of receipt of such notice from the employee.

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The notice period applicable would be as per the following table.

Role	Title	Band	Notice Period
All Associates	Associate – Director and Above	B1 – B10	30 Days

Any waiver of the notice period is at the discretion of the Department Head & Head Human Resource considering the role of the associate, pending deliverables, knowledge transfer, policy terms for notice period.

The resigning associate will be required to serve the entire notice period. If the resigning associate does not serve the notice period, the Company reserves the right to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period.

The company in addition to its right to recover damages will not furnish the necessary relieving and experience letters in such, and such associates will be considered as an Absconded associate and the same input will be provided for any reference checks / background verification. The company will also initiate a legal action against the absconded associates for breach of contract and damages caused.

However, if the total amount due is more than the sum of the salary for the notice periods, the employer will recover the same separately by way of Demand Draft. Subject to realization of the amount, the full and final settlement and the relieving formalities would be completed within 30 days of the relieving date.

The full and final settlement of the associate will be made after deducting all dues from the associate to SecureKloud including any advances, amounts due to SecureKloud on account of special skills training imparted, certification to the associate by SecureKloud or its affiliates, imprest accounts and any other amounts due and payable by the associate to SecureKloud.

While serving the notice period, associate is not allowed to take any leave except in case of medical or other exigencies. The notice period, in such cases, will accordingly be increased by that many days.

## Process

### 1. Associate Initiated Separation

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An associate expressing a wish to leave the organization should submit a resignation letter by mail / in writing addressed to his / her supervisor.

The supervisor, on receipt of the resignation letter will speak to the concerned associate and explore the possibilities of retaining the associate, and may involve other Managers, Department Head to discuss with the associate. The supervisor will also inform and could involve Human Resource member in these discussions.

If the associate decides to leave despite these discussions, the supervisor will accept the resignation. To determine the notice period, the Reporting Manager should consider the role of the associate, pending deliverables, if any, refer to policy terms for notice period and agree on the relieving date in consultation with Team Human Resource.

The associate would be relieved pending completion of the assigned tasks and knowledge transfer as agreed with the Supervisor / Department Head.

Team Human Resource should instruct Team Finance of the upcoming resignation – and to hold the salary of the resigned associate based on the relieving date.

Based on the associate's request (if any), the associate may be relieved before completion of the notice period. This is accepted on a case-to-case basis and is subject to the recommendation of Departmental Head and approval of India Head. The waiver of notice period is limited to relieving before the completion of the notice period.

In the above circumstances, where associates are allowed an early exit, they should pay salary in lieu of notice period or their Earned Leave would be adjusted for the shortfall of the notice period.

## 2. **Company Initiated Separation**

a. The company may terminate the services of an associate by giving the required notice period \* in writing or salary in lieu thereof.

b. The Company may terminate the services of an Associate if:

- i. Performance Improvement Plan expectations are not met.
- ii. Does not clear the background verification.
- iii. Conduct – (violation of company norms, policies, improper behavior, harassment)
- iv. Lack of projects, business slow down, etc.

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The notice period is applicable as per the following table:

Reason for Termination	Notice Period *
P.I.P. expectation not met	30 Days
Conduct	Immediate
Lack of projects / Business slow down	As per the notice period

The Reporting Manager / Departmental Head & the Human Resource Generalist / Human Resource Head should jointly hold discussion with the associate who is being considered for termination.

### 3. **Retirement / Superannuation**

The age of retirement for all associates is 58 years, except in cases where the management has requested the associate to continue his/her services and the same has been accepted by the associate. Any associate attaining the age of 58 years shall retire on the last day of the month in which he / she reaches the age of retirement.

An associate who is due to retire should be given a Notice of Retirement at least 6 months in advance. This will enable the associate to avail the balance leave, if any, before the date of retirement.

The Separations process will be the same as stated above.

### 4. **On Death**

The day of demise or the day prior to the day of demise in the event the day of demise happen to be a holiday or weekly off shall be treated as last working day.

The Separations process will be the same as stated above.

### 5. **Full & Final Settlement & the Issuance of Relieving Documents**

Team Human Resource would be issuing No Objection Clearance Form to the resigned associate.

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The resigned associate will obtain the No Objection Clearance from the various departments on the last working day and submit to Team Human Resource.

Department	Activity
Department	Assigned activities completed, Knowledge Transfer completed, back-up / Deletion of login, application, records, if need be.
I.T. Admin.	Deletion of Domain Login / Mail ID, Deleting Floor Access, Applications. IT assets (Laptop, accessories)
Administration	Recovery of Locker Keys, Phone, if any.
Human Resource	Deletion in Portals, P.F. portal (1 Month), ID Card
Accounts	Submission of Income Tax Proof, Recoveries

After obtaining clearance from all the concerned departments, relieving letter will be issued to the exited associate on the last working day.

The Exit interview will be conducted by Team Human Resource on the last working day of the associate after handing over the Relieving Documents.

In case of the separation is initiated by the company, Team Human Resource will handle the no dues clearance from all concerned departments.

The Earned Leave balance will be encashed with the Full and Final Settlement. Earned Leave is calculated based on last drawn basic pay of the associate.

The Full & Final Settlement should be initiated by Human Resource. The unpaid salary for the month and earned leave encashment will be paid to the associate within 30 days from last working day after accounting for dues if any.

Gratuity, if applicable, would be paid within 30 days from the date of relieving. Variable Pay, if applicable, would be computed based on the performance rating of the associate and company performance and would be paid within 8 months from the completion of the financial year.

If the associate leaves the company without carrying out the full and final settlement, the company may withhold the final settlement, relieving documents.

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Legal process is initiated to recover any physical property that the absconded associate has in possession as well as any contravention of the terms of contract like joining competitors within the agreed period.

## 6. **Withdrawal of Resignation**

Where an Associate decides to withdraw his / her resignation after discussion with reporting Manager, he / she must provide in writing his / her intention to withdraw to the reporting manager and Human Resource.

Team Human Resource will make necessary entry in the Payroll processing input and advice Team Accounts.

## 7. **Transition Process**

During the notice period, reporting manager should decide, on a case-to-case basis, take over the existing customer accounts, email communications and folder / drive access, its backup and retain the same as per business requirements.

The Reporting Manager / Departmental Head to decide on the timing of communication to the client about the acceptance of resignation of an associate.

## 8. **Storage of Documents**

Team Human Resource is responsible for storage of documents part of an Associate's Personal File.

## **Approving Authority**

Any exceptions or deviations from this policy must be approved by the Head – People & Culture of the company before such an exception on deviation is made. Any revision of this policy must also be approved by the Head – People & Culture before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by the Head of the Human Resource Department.

The above policy supersedes all existing policies and procedures prevailing in the organization and this policy comes into effect from 01-Apr-24.