

## Document Identification

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## REVISION HISTORY

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

## 1. POLICY PURPOSE

The purpose of this policy is to Administer the employee's exit process in an orderly way and in an equitable manner with due regard for the dignity of the individual.

## 2. POLICY SCOPE

The policy is applicable to all grades and categories of employees of the organization

## 3. POLICY DESCRIPTION

### General Principle

- The employment of an employee may be terminated either by the Company or the employee by serving a written notice or by payment of salary in-lieu of notice.
- Once an employee has submitted his / her resignation letter but wishes to withdraw the resignation at a later date, it is solely at the Company's discretion to decide whether to treat the resignation as void.
- The immediate supervisor, upon receiving the resignation letter from the employee, shall forward a copy to the Human Resources Department at the soonest possible time to initiate the exit process.

### Definition

An employment is deemed to be terminated under the following circumstances:

- either the employee or the Company serves the other party a termination letter; or
- The employee's conduct or work performance is inconsistent with the fulfilment of the expressed or implied terms or conditions of service.

### Authorization

If the Company intends to terminate an employee, approval shall be obtained before it can take effect:

For termination of Managers and above, seek approval from Business Head / MD

For termination of other positions, seek approval from Business Head

### Notice Period

Either the Company or employee who wishes to terminate the employment service is required to serve to the other party the notice period of 2 months.

The employee is expected to work during the notice period. However, in exceptional cases, the notice period may be waived totally or partially by the Manager with the approval of the Business Head upon the employee's request.

If the Company or employee does not wish to serve the required notice period, the Company or em-

employee shall pay a sum of money equivalent to the monthly basic salary to the other party, in-lieu of notice.

**Exit Checklist**

Upon receiving the resignation letter, HR will issue him / her with the Exit Checklist

The resignee should ensure that all items stated in the Exit Checklist are duly returned and completed.

The resignee should seek the authorised person at each department to endorse on the form once the necessary things are returned to the Company.

**Exit Interview**

The Human Resources Department will conduct an exit interview within two weeks upon receiving of the resignation letter to identify the cause of resignation and necessary action may be carried out to prevent or minimize attrition. The Business Head should be notified of the cause of resignation.

**Effective Date**

An employment is terminated effectively the day immediately after the last day of service. The last day of service is the last day of the notice period and the last day of work is defined as the last working day of the notice period.

**Final Settlement**

The employee should settle all outstanding advances, loans and schemes at least five working days before he / she is relieved from the Company, failing which appropriate action will be taken.

Salary will be paid proportionately for the period the employee is in service.

A relieving letter/ Service & Salary Certificate will be issued to the employee on his/her last working day subject to clearance of all dues.

In case the company need to pay any amount to the resigned employee, the same will be done after 6 month after termination of employment

**Conditions in which the services of the employee are terminated:**

In case of an employees' unsatisfactory performance and unacceptable behaviour, disciplinary action including immediate termination of the employment can be taken.

In general the first means, of course, should be to give an indication, to express a warning and to show ways of improvement.

Factors considered for termination of services include, but are not limited to: (Also refer to policies and procedures)

- Improper conduct
- Seriousness of conduct
- Ability and willingness to correct conduct, when advised
- Prior employment record
- Dishonesty
- Theft
- Illegal activities
- Appearance in the office under the influence of alcohol, drugs or other comparable substances
- Falsification of records
- Insubordination or failure to follow directives
- Negative effect on other employees, counterparts and third parties
- Severe or repetitive violation of Company rules or regulations
- Failure to co-operate in Company investigation
- Unauthorized use of company property.
- Disregard for confidentiality of Company records and technical data.
- Violation of any non- disclosure agreements, applicable to the employee.
- Piracy/ Hacking & disclosure of Confidential Information to Internal or external parties.

## 4. POLICY DEPLOYMENT

The HR department shall implement the termination policy in coordination with head and managers of the department.

## 5. POLICY REVIEW

The policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.