



# GLOCYBS PVT. LTD.

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## TERMINATION POLICY

### 1. Introduction:

This policy describes the procedures and circumstances for termination of employment at GLOCYBS. It applies to all employees, regardless of the position or employment status (full-time, part-time, temporary).

### 2. Termination by the company for cause:

The company may terminate your employment immediately for any of the following reasons listed below, which shall be considered termination for cause:

**2.1. Breach of agreement or corporate policies:** Willful or repeated failure to follow the provisions of your employment contract or established corporate policies, standards, rules, or laws.

**2.2. Misconduct:** Committing acts of fraud, dishonesty, theft, sexual harassment, or any other serious misconduct in performing your duties.

### 3. Termination by the company without cause:

The Company may terminate your employment at any time, without cause, provided written notice is given to you 30 days before your last day of work, **under Section 25F of the Industrial Disputes Act, 1947.**

### 4. Termination by Employee:

You have the right to resign at any time, with written notice provided to the company 90 days before the last working day.

### 5. Mutual Termination:

The Company and you may mutually agree to end your employment agreement anytime. This agreement should be in writing and signed by both parties.

### 6. Termination upon Death:

In the terrible event that you die, your employment with GLOCYBS will be immediately terminated. Your estate will receive all earned salaries and benefits up to the end of the month in which you died.

### 7. Compensation following Termination:

Unless otherwise stated in this policy or required by law, upon termination of employment, you will only be entitled to compensation (salary, bonuses, etc.) accrued through the date of termination. You will not be entitled to any further salary, bonus, severance, compensation, or benefits from the Company, even if they were previously computed or disclosed.



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## 8. Termination during Probation Period:

During your initial probation period, the termination notice time is shorter:

8.1. The Company may terminate your employment with a written notice of 10 days or by giving you 10 days' salary instead of notice.

8.2. You can resign while on probation, but only after giving 20 days written notice.

We recommend that you familiarize yourself with this policy. If you have any questions regarding your employment status or this termination policy, please don't hesitate to contact the HR department at [hr@glocybs.com](mailto:hr@glocybs.com) or [admin@glocybs.com](mailto:admin@glocybs.com).

