



Employee Separation Policy

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Objective

Employee who is exiting from the company needs to comply with the laid down procedure. This policy defines those set procedures during exit either by means of resignation, termination, retirement or death. It is aimed to ensure smooth separation of the exiting employees.

Scope

- To lay down the time frame required for release after initiation of separation.
- To ensure transfer of assets, documents and intellectual property owned the company
- To define the reasons under which separation may be initiated by the company
- To highlight the legal formalities involved (if any).

Eligibility

This policy is applicable to all employees of the company

Types of Separation

- Employee Initiated (Voluntary Resignation)
- Employer Initiated (Expiry of Contract/ Termination)
- Natural Circumstances (Retirement/Death)

A. Employee Initiated (Voluntary Resignation)

Procedure

- Employee who wishes to resign is required to inform his/her reporting manager thru hand written/email
- The submitted resignation is subject to acceptance by the management
- The matter of resignation is to be treated with maximum confidentiality. The Reporting Manager will start the discussion with the employee and understand the reasons behind resignation.
- The Reporting Manager on seeing the possibilities of retention of valued employee may confer and highlight the employee concerns related to salary, position or any other as expressed by the employee
- After exhausting all avenues and efforts to avoid separation, the resignation will be accepted on mutually agreed timelines. HR will be informed about the resignation, last working date, and reasons for leaving.
- The date of relieving must be in accordance with the following:
 - Notice period stipulated as per the employment contract
 - During notice period, employee can take leaves subject to approval of reporting manager.
 - Release is subject to completion of handover
 - In case of non-serving of complete notice period- Management may accept serving of less notice period subject to complete handover and paying basic salary in lieu of the shortfall. Management has the discretion to waive off such recovery in exceptional cases.

Steps followed post acceptance

- a) The Employee will receive written communication towards “**Acceptance of Resignation**” by reporting manager within 7 days of receiving the resignation. The acceptance mail will indicate

- last working day along with name of the person who will take charge. Mail will be marked to HR
- b) Payroll will put the salary of the employee on hold for the month in which the employee has resigned and the same will be paid along with Full & Final settlement
 - c) Reporting manager will simultaneously inform if replacement is required.
 - d) HR-Payroll sends the **Exit form** to the Employee on the day of receiving resignation acceptance.
 - e) HR-Payroll will review exit clearance and ensure updating of HRMS system.
 - f) Exit Clearance Form, handover note/details duly signed by immediate reporting manager and Head of Department is to be submitted by employee to HR.
 - g) Employee needs to handover all the Company assets & belongings and obtain necessary signatures on the Clearance Form from the respective departments before last working day
 - h) IT will take system backup and will deactivate company related logins on last working day which includes:
 - Official Email
 - Servers
 - Software
 - Biometric
 - Access card
 - i) Company assets, id card, documents, data, advance settlement and task handover to be settled with respective departments. In case of any damage to the company asset, recovery will be made from final settlement
 - j) HR-Payroll initiates separation in HRMS and signs the Exit docket before processing Final Settlement.

Full & Final Settlement

- HR-Payroll prepares Full and Final statement after considering all inputs. Any recovery/payment to be confirmed
- Account will credit the payment towards the final settlement to the employee's account after receiving clearance from the HR-Payroll team within 2 days from date of Exit
- On final settlement, employee will be provided with Experience Certificate joining and relieving date will be given along with last designation served.

B. Employer Initiated (Expiry of Contract/ Termination)

The employment contract for an employee can be terminated in the following cases:

Expiry of fixed term contract

Employee to follow the procedure mentioned above.

Termination

Termination process is initiated under following circumstances:

- Uninformed/ Unauthorized absence from work/no show for a continuous period exceeds seven working days (consecutive)
- Due to breach of code of conduct, disciplinary matters or performance related issues
- In such circumstances, employee will complete the exit formalities & will exit the organization with as per the direction.
- Management at its sole discretion, may permit early release of the employee by paying basic salary in lieu of notice period. Any kind of incentive will not be paid
- The gratuity of an employee, whose services have been terminated for any act, willful omission

or negligence causing any damage or loss to, or destruction to property belonging to the company will not paid

Other reasons for termination of employment

Company can dismiss the employee without prior notice in any of the following cases:

- If the employee assumes false identity, or submits false certificates or documents.
- If the employee is appointed under probation, and the dismissal occurs during or at the end of the probation period as decided by the organization.
- If the employee commits an error resulting in losses
- If the employee violates the instructions related to the safety at work or in the work place
- If the employee fails to perform his/her main duties in accordance with the employment contract, and fails to remedy such failure
- If the employee reveals trade secret of the company to unauthorized person
- If the employee be convicted in a final manner by the competent court.
- If the employee is found in a state of drunkenness or under the influence of a narcotic during work hours.
- If the employee indulges in physical assaults during work hours with any other employee
- Termination of employment due to redundancy

C. Natural Circumstances (Retirement/Death)

Retirement

- The retirement age 58 years.
- In case organization decides to retain the employee and extend the employee's tenure with the organization, The employee can appointed on contractual terms after a gap of 1-7 days from the date of retirement. In such cases extension may be granted for one year at a time

Death/Disability

If separation occurs due death/ complete disability or employee is on medical leave for more than 6 months and is deemed to be medically unfit