

Separation Policy & Process

Purpose and Overview

To ensure separation from services of the company is complete in all respects and the successor is suitably oriented to take over the assignment so as not to jeopardize the working system in the interest of the organization.

Scope

This process applies to all employees and at all levels who are on the roles of the Company

Types of Separation

Separation of employee from the services of a Company can occur in any of the following ways

- Voluntary Resignation
- Termination
- On account of non – performance
- On disciplinary grounds
- On account of unauthorized absence (absconding)
- Superannuation or reaching the age of retirement

I Steps involved in Resignation:

Any employee desiring to leave the services of the company will have to notify his/her immediate supervisor of his intention to leave the services of the Company by stating the reasons for the same and serving the required notice period as mentioned in the appointment letter provided at the time of joining. This process of online notification is mandatory for all employees of the organization.

The reporting line manager/ HOD after detailed discussion with the concerned employee will provide his acceptance or non-acceptance online. In all cases of acceptance, last working day should be clearly mentioned and communicated to HR.

All employees will have to serve the requisite notice period as per the terms of his/her appointment or circulars issued from time to time. For all the employees of Shivam Infocom Pvt. Ltd., the notice period is 30 days.

Notice period waiver, however, is a critical decision and it can be taken only by the Business Head, in consultation with Business HR for up to senior executive grade employees' exits and thereafter by Group Head HR.

In an exceptional case of a notice pay waver, the shortfall will always be first adjusted against The available leavebalance to the exiting employee's credit.

The date of resignation for all purposes shall be the on-line system date for the purpose of calculating notice period, etc.

It will be the responsibility of the exiting employee to get the 'NO DUES' in the enclosed template. Employee can initiate the 'no dues' process 5 days before the last working day and submit it to HR facilitator who will thereafter process his full and final settlement.

HR will conduct an exit interview of all resigned employees before their exit or at best a week of leaving the services, as defined in the exit interview guidelines internally available with the Human Resources team.

HR will complete the resigned and left employees full and settlement within 7 days from the last working day provided the 'No Dues' certificate of the employee is cleared. All such settlements will be pre audited before the settlement is communicated to the left employee. Once agreed upon by the employee concerned, the settlement dues will credit to his/her bank account. In a case of recovery, the relieving letter shall be issued only on receipt of payment from the concerned employee.

2. Termination of employment

Termination on grounds of Non-Performance: Shivam Infocom is a learning organization and provides full and space for an employee to perform and prove his/her ability on the job. Termination of the employment would be the last resort and a regrettable decision for employees who are not able to perform as per required standards. All businesses have a 'Performance Improvement Plan' which will be affected for employees whose performance is below par. In the event of his performance not showing any improvement, the Company will have no other option but to terminate his/her performance as decided by the supervising Manager in consultation with the Business Head.

An employee can be terminated for breach of conduct, where the management has lost confidence and trust on the employee by giving adequate reasons and with or without notice pay. Specific cases may also be referred to the disciplinary committee for a due process of enquiry, wherein the employee may be asked to appear for an enquiry to provide him/her an opportunity for being heard in line with the laws of Natural Justice. All such termination will be communicated by the Disciplinary authority not below the rank of Senior Manager.

Termination on account of Unauthorized Absence or repeated absence will be governed by the service rules and codeof conduct.



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SHIVAM INFOCOM PRIVATE LIMITED

AN ISO 9001 & OHSAS 18001 CERTIFIED COMPANY

E-mail : shivam@shivaminfo.in Website : www.shivaminfo.in

3. Superannuation or Retirement from services

An employee shall superannuate on attaining the age of 58

The Date of superannuation shall be calculated basis the Birth Certificate/ SSLC Certificate submitted by the employee while joining Shivam Infocom Pvt Ltd. HR will inform the Reporting Manager and the Business Head whenever an employee is reaching Superannuation at least 3 months in advance.

This policy supersedes all earlier communication and policy with respect to separations, this policy shall come ineffect from 01st April 2015. In case of any dispute or difference of interpretation the decision of the CMD in the matter will be final and binding on all.

HR Policy Desk
Shivam Infocom Pvt. Ltd.

Encl: Shivam Infocom Pvt. Ltd.

Authorised Signatory