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PURPOSE

The objective of Separation policy is to provide a guideline in case of employee separation and termination.

SCOPE

All the employees of OEC Record Management Company Private Limited at all the branches fall under the purview of this Separation Policy.

REFERENCE

HR-Human Resources
HOD-Head of Department
F n F-Full and final
IT-Information Technology

RESPONSIBILITY

Employee-To attend exit interview and complete exit documentation

Reporting Manager-Approval on Exit

IT-Deletion of e-mail id

Admin-Clearance

Rules & Guidelines

1. Unauthorized Absenteeism

Unauthorized absence means the leave of any employee not approved by the respective manager or the leave is not sanctioned by the respective manager or unauthorized absence from work without prior intimation.

2. Absconding

Definition: To leave quickly and secretly and hide oneself, often to avoid.

If an employee is absent without any information for more than 8 days will be treated as absconding and disciplinary action will be taken by the management.

Process Owner / Department Head / Reporting Manager should inform HR about the employee absenteeism where employee is absent for 8 days without any intimation.

If an employee does not report to office HR shall send a warning letter to employee on 9th day.

In case of no response from employee after receiving the 1st warning letter, HR shall send 2nd warning letter to employee within a week of time after dispatching of 1st letter

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and still in case of no response, termination letter shall be sent to the employee on 20th day and HR will also send communication to concern department to block bio-metric access and e-mail id of absconding employee after the consent from Reporting Manager/HOD.

3. Disciplinary Action & Termination

The company can take the disciplinary action against employee if he/she breaches the following responsibilities.

- a. Any act of misconduct or negligence in the in the discharge of their duties.
- b. Any other act or omission, inconsistent with the duties or the company policy.
- c. Long unauthorized absenteeism.
- d. Non compliance of information systems policy may result in disciplinary actions which may lead to the termination of employment or service agreements, civil or criminal liability and/or recovery of damage.

In all kind of disciplinary action HR shall follow Domestic Enquiry Procedure and take the final decision on case to case basis after the approval of top management.

4. Resignation

A formal resignation has to be given via E-mail or in written and serve the required notice period as per the employment clause mentioned in the employment letter. Managers should take a decision on (accepted / not accepted) their subordinates resignation with-in 3 working days from the date of resignation.

Resigned employee has to contact HR a week before his/her last working date to complete the full and final documents.

Resigned employees are not supposed to approve the leave or resignation of any of his / her sub ordinate. In such cases they have to take the consent from the next level of authorization matrix.

During the notice period if an employee avails more than two unapproved leave in that case the notice period would be extended or relieving letter and experience letter would be kept on hold or not be issued at all on the basis of the circumstances.

In case of any resignation, employee salary will go on hold and will be process through full and final settlement 45 days from the employee date of resignations

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All resigned employees should go through the exit interview with HR on or before his / her last working day in the organization and get clearances from HR, Admin, Accounts, IT & operations to process the full and final settlement.

HR shall intimate IT department after the approval from business or Process Head to block the e-mail id and bio-metric access of resigned employee.

The F&F of any employee would be done within 45 days from the employee date of resignations i.e., after the last working day of the employee in the system. (Provided the required notice period is served along with proper handover and documentation and no dues clearances from relevant departments)

Full and Final Settlement Computation:

- a. Gross salary of that particular month of resignation.
- b. Attendance of that particular month of resignation.
- c. Variable salary will be paid as per variable salary policy (depending on the eligibility and entitlement). This would be eligible only if the employee completes 6 months in the organization and would be applicable as per the terms and condition laid down in the employee's appointment letter. Computation would be done on pro-rata.
- d. Leave encashment if any. This is applicable only in case of resignation.
- e. Deductions such as Profession Tax, E.S.I.C., P.F etc, if any, would be applicable on the Gross Salary.
- f. Deduction of Income Tax as per Income Tax law/rules.
- g. Recovery would be made for unsettled advances, loss to company's assets, damaged property, mobile handset & usage etc, would be recovered as per respective policies.
- h. The notice period as per the terms and conditions of the appointment letter, would be taken into consideration while calculating the full and final settlement. If an employee fails to complete the notice period, the adjustment would be made against the leave balance and / or the gross salary.
- i. Bonus and Gratuity (if applicable) and any other payments etc. would not be included in the calculation of full and final settlement and would be dealt separately if eligible.

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- j. Relieving Letter / Experience Letter would be given to the employee on completion of the final settlement.
- k. In case of any recovery, HR will send a recovery letter to resigned employee to recover the full n final settlement amount.

Retirement age is 60 years.

Effective Date:

This policy will be effective from 1st April 2015.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

FORMATS / EXHIBITS

1. Handover Note Format
2. Exit Interview Feedback Form
3. Clearance Form for Head office and support staff
4. Clearance Form for Warehouses employees.

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HANDOVER NOTE

NAME :

EMPLOYEE CODE :

DEPARTMENT :

WORK DETAILS / HANDOVER: (Add supplements if required)

Sr. No.	Activity list	Action to be Taken	Person Responsible	Dates	Signature (Person Responsible)	Signature (Reporting Authority)	Update/Feedback
1							
2							
3							
4							
5							
6							
7							

EMPLOYEE SIGNATURE

DEPARTMENT HEAD / REPORTING MANAGER SIGNATURE

FUTURE COMMUNICATION
CONTACT DETAILS

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EXIT INTERVIEW FORMAT

We, the HR Team, at OEC Records Management Pvt. Ltd. truly delves for creating the HR Systems and Practices which cater to the need of our Internal Customers and raise the service satisfaction. The talent retention has been one of the key concerns for us and to analyze the reason for separation. It is in this backdrop, which we intend to have the exit interview process to enable us to understand the areas of improvement where the group lacks and also understand the attributes behind separation and separating employee perspective. The data obtained through this initiative, shall only be used for constructive purposes and to align our HR policies in line with our organization needs and employee expectations. You are requested to give your free & frank opinion below.

Name			
Designation / Dept.			
Date of Joining			
Your Professional Qualifications			
Promotion / Up gradation, after your joining OEC Records Management			
Compensation Details		CTC at the time of joining	CTC at the time of Resignation
Compensation Details being offered by your Joining Companies		Designation Offered	Total CTC
Name of the Company you are joining and Location (Voluntary)		Designation Offered	Total CTC
Your Total Professional Experience in years			

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Please indicate the truer reasons of your separating OEC Records Management:-

How do you generally feel about OEC?

What did you find:

1. Most satisfying about your job :
2. Most frustrating about your job:

What could your immediate supervisor do to improve his/her management style?

Would you consider returning to OEC in the future? Yes / No

Is there anything we, at OEC, could have done to prevent you from leaving? Yes / No.
If yes what?

Please put a tick mark in the box that best expresses your opinion about working with us.

		Very satisfied	Satisfied	Dissatisfied	Very dissatisfied
1	Opportunity to use your skills				
2	Recognition for the work you did				
3	Overall effectiveness of management				
4	Management's willingness to discuss problems				
5	Performance appraisal process				
6	Friendliness of colleagues				
7	Co-operation of colleagues				
8	Level of team-work				
9	Career development opportunities within OEC				
10	Your compensation				
11	Your OVERALL RATING OF OEC				

Any other issues, you would like to mention:

Signature of separating employee with

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Date :-	
SIGNATURE OF HR	SIGNATURE OF HOD / REPORTING MANAGER

OEC Records Management Co. Pvt. Ltd.			
CLEARANCE FORM			
EMPLOYEE NAME:		DATE OF Joining:	
ID NO.	_____	Date _____ of _____ resignation:	_____
Leave Bal. PL:	_____	CL: _____	SL: _____
Sig. of Dept. Head:			
HANDED OVER			
	BY	TAKEN OVER BY	RETURN OF ASSETS
Customer Service.			
Pick-Up			
Admin (mobile, brochures etc)			
Accounts			
HR (I-card, visiting card etc)			
IT (Laptop, Data Card, etc)			
Security			
Final Clearance	[]		[]

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For Accounts Dept:	
Any advances taken :	_____
Dues Position :	_____
DATE OF CLEARANCE	
Sig. of Employee:	Sig. of Acct. Head: Sig. of HR :
Sig. of Director	

OEC Records Management Co. Pvt. Ltd. (for branch office / warehouse)

EMPLOYEE NAME:	DATE OF Joining:		
ID NO. _____	Date of resignation: _____		
Leave Bal. PL: _____ CL: _____ SL: _____			
Sig. of Dept. Head:			
	HANDLED OVER BY	TAKEN OVER BY	REMARKS
1. Logistic Dept.			
2. Customer Service.			
3. Warehouse A			
4. Warehouse B			
5. Warehouse C			

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6. Scanning			
7. Pick-Up			
8. Professional			
9. Admin (mobile, brochures etc)			
10. Accounts			
11. HR (I-card, visiting card etc)			
12. IT (Laptop, Data Card, etc)			

For	Accounts
Dept:	
Any advances taken :	_____
Dues Position :	_____
Sig. of Employee:	Sig. of Acct. Head: Sig. of HR :
Sig. Of DIRECTOR	