



## Separation Policy

	Process Owner	Authorized by
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<b>Effective date</b>	01 August 2016	
<b>No. Of Pages</b>	09	

### 1. Objective

The Separation process provides guidelines for smooth separation while ensuring that such separation does not interrupt the normal flow of work as well as create goodwill with the separating employee.

### 2. Scope

The procedure outlined in this document covers all the activities involved in the separation of an incumbent.

### 3. Resignation and Notice period

There may, arise circumstances which may compel one to part with Smartlink. While ensuring that the employee is not inconvenienced in any way during the exit, the Company needs to ensure that separations do not interrupt the normal flow of work. Employees may submit their resignation based on the guidelines given in Clause 4 below. We expect resignees to serve the notice period of 1 month as per the terms and conditions of appointment. The Company may, at its discretion, allow an earlier release, on the payment of 'notice pay' in lieu of the shortfall in the notice period.

Payment of notice period will be calculated on gross salary, either side. Notice period may be curtailed on either side at the discretion of HR & Reporting Supervisor on a case to case basis.

### 4. Separation Framework

Separation may be of four types:

- **Employee initiated termination of employment:**  
Initiated by the employee, where the employee desires to leave the services of the organization due to personal reasons.
- **Company initiated termination of contract:**  
The reasons for a company initiated termination of contract could be non-performance, misconduct of the employee, non-conformance to the company policies and procedures or ethical & integrity issues.

- **Abandonment of employment by employee:**  
The employee abandons the employment with the company. An employee may be regarded as absconded, if 5 working days of unauthorized absence has elapsed, and the employee has not contacted the workplace to seek approval for unauthorized absence and confirm the expected date of return to work, it may be justified to presume that the employee has absconded.
- **Death of Employee:**  
Due to the death of an employee while in employment with the company.

## 5. Separation Guidelines

The employee submits his resignation to his Reporting Supervisor.

- In case the resignation is accepted, the reporting supervisor arrives at a mutually agreed relieving date.
- The Reporting Supervisor forwards the Resignation Forwarding Note (Annexure A) with the resignation letter to Human Resources within 1 working day.
- HR conducts the exit interview of the resignee.
- A week prior to the date of relieving, HR gives a clearance form to the resignee (Annexure B). The resignee takes clearance from the relevant departments and returns all company property like keys, company assets, demo material and manuals, company identity card, etc. The clearance form is then submitted to the Accounts department.
- On receipt of the clearance form, Accounts shall prepare an estimate of all dues (payable/recoverable) and terminal benefits.

HR issues Service Certificate to the resignee on the last working day unless Accounts department intimates 'Dues Recoverable' to HR a day prior to LWD.

- Accounts shall intimate HR a day prior to the separating employee's LWD in case of 'Dues Recoverable' from the separating employee. Once the Full & Final Clearance comes through and the resignee clears any dues that may be payable from his side, HR issues Service Certificate.
- In case of company initiated termination of contract, the Reporting Supervisor shall be required to raise a Request for Termination of Employment' (Annexure D) and send to HR citing reasons for the same. On receipt of the form, HR shall assess the case and take action as it may deem fit.

## 6. Separation formalities

- **Clearance Form:** Resignee procures all the required clearance signatures/mail approval indicated in the Separation Clearance Form.
  - **Provident Fund:** Resignee has the option of transferring or closing the PF account with Smartlink.
- **PF Closure:** Resignee would have to fill in the PF (Form 19) & Pension closure form (10 C) to close PF account with Smartlink. The same may be obtained from the HR department.
- **PF Transfer:** The option of transferring the PF fund, which will be processed by the new employer. (The employee PF account number is displayed on the payslip.)
- **Gratuity:** An employee becomes eligible for Gratuity on completion of 5 years of continuous service with Smartlink. Resignee will submit a Gratuity Claim form to HR department. (Annexure E)
- **Service Letter:** The relieving and experience certificate will be issued to the resignee on the date of relieving unless stated otherwise, subject to clearance by the Accounts department.

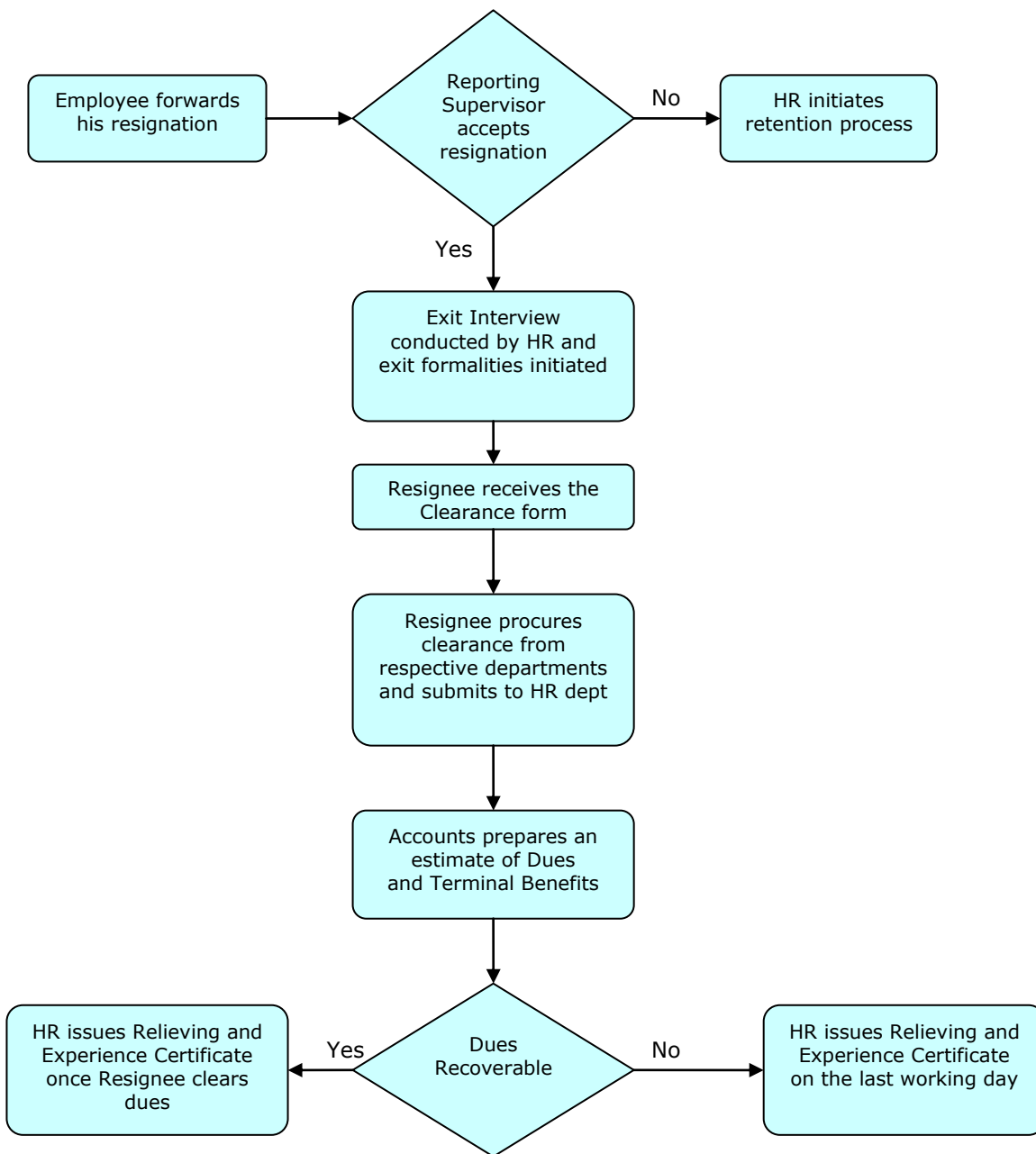
## 7. Policy exceptions

Any deviation in the policy will require express sanction of Head – HR.

## 8. General

This policy supersedes all other policies, procedures and practices prevalent on this subject to date. Company reserves the right to add to, alter or amend, or cancel this policy at its discretion if needed in future.

### 9. Separation Work Flow



**10. RELATED DOCUMENTS**

**Resignation Forwarding Note**  
*(To be forwarded to HR with the Resignation Letter)*

Name of the Employee:	Location:
Department:	Date of Resignation:
<b>Reasons for Resignation</b>	
<b>Risk Impact</b> <i>(Describe and rate the impact of Resignation i.e Low, Medium, High)</i>	
<b>Risk Mitigation</b> <i>(Recommended Action by the concerned department)</i>	
Notice Period: 1 month	Recommended Last working day: _____
HOD: _____	Signature and Date: _____
<b><i>(To be Filled by Human Resources)</i></b>	
Resignation Note received on: _____	
Talent Management representative : _____ Signature and Date: _____	

**Separation Clearance Form**

Name:	Emp Code:
Designation:	Department:
Location:	Grade:
Date of Joining:	Reporting Supervisor:
Date of Resignation:	Last Working Day:

**A. Reporting Manager**

Handover of job responsibilities and tasks undertaken and completed

1. Email id to be Deleted/Disabled/Forwarded to -  
(In case of forwarding mention period and id to which the mails should be forwarded)

2. Parivartan Account to be Deleted / Re-Assigned to –

3. Mindtickle Account to be Deleted / Re-Assigned to –

4. Sales Mantra Account to be Deleted / Re-Assigned to –

Comments:

Reporting Supervisor  
Signature and Date

HOD  
Signature and Date

**B. Administration**

- |   |        |                               |        |
|---|--------|-------------------------------|--------|
| 1. Identity Cards/Access Cards returned | Yes/No | 2. Cabin/Storage keys         | Yes/No |
| 3. Unused visiting cards                | Yes/No | 4. Mobile Handset /Sim Card   | Yes/No |
| 5. Demo Material                        | Yes/No | 6. Company Leased Car Settled | Yes/No |
| 7. Mediclaim Health Card                | Yes/No | 8. Flash Drive/Data Card      | Yes/No |

**C. IT**

1. Desktop/Laptop Clearance Yes/No      2. Cost to be recovered Yes/No If Yes, reasons \_\_\_\_\_  
3. Cost to be recovered : \_\_\_\_\_

**D. Human Resource**

1. Leave Balance \_\_\_\_\_      2. Notice period served: \_\_\_\_\_  
3. Notice shortfall (days) \_\_\_\_\_  
(to be recovered by Accounts)      4. Leave without pay(if any): \_\_\_\_\_  
5. Leaves to be encashed in F&F: \_\_\_\_\_

**E. Accounts & Finance**

Amount Payable	Amount	Amount Payable	Amount
Salary for the month of		Salary Advance	
Salary for the month of		Loan Outstanding	
Travel Reimbursements		Notice Recovery	
Leave Encashment		TDS	
Notice shortfall payable		Others(Pls specify)	

Employee's Contact Details: (for future correspondence)

**Employee's signature:**

**Received by:**  
(Accounts representative)

**Date:**

**Date:**

(Two copies of the form to be generated. Original Copy to be submitted to Accounts. Copy of the form to be submitted to HR and one to be retained by the resignee).

Abandonment of Employment

Name of the Abandoning Employee:	Department:
Location:	Last working day:
<b>Risk Impact</b> <i>(Describe and rate the impact of abandonment i.e Low, Medium, High)</i>	
<b>Risk Mitigation</b> <i>(Recommended Action by the concerned department)</i>	
<b>Supporting Documentation</b> <i>(Attach any supporting documentation e.g mails, letters etc)</i>	
<p>HOD: _____ Signature and Date: _____</p>	
<b><i>(To be Filled by Human Resources)</i></b>	
<p>Unauthorised Absence letter sent to Deserting Employee: _____</p> <p>Deserting Employee rejoined: Yes/No      If yes, rejoined on _____</p> <p>Termination Letter sent on: _____</p> <p>Clearance form sent to Accounts on: _____</p> <p>Talent Management representative : _____ Signature and Date: _____</p>	

Request for Termination of Employment

Name of the Employee:	Location:
Department:	Last working day:
<b>Reasons for Termination</b>	
<b>Risk Impact</b> <i>(Describe and rate the impact of Termination i.e Low, Medium, High)</i>	
<b>Risk Mitigation</b> <i>(Recommended Action by the concerned department)</i>	
<p>HOD: _____ Signature and Date: _____</p>	
<b>(To be Filled by Human Resources)</b>	
<p>Termination letter sent on : _____</p> <p>Clearance form sent to Accounts on: _____</p> <p>Talent Management representative : _____ Signature and Date: _____</p>	



**Gratuity Claim Form**  
(To be filled in by the resignee completing five or more years )

Name of the Resignee:	Emp Code:
Location:	Department:
Date of Joining:	LWD: (Last working day)
Basic Salary last drawn:	
<b>Mailing Address and Contact details</b>	
<b>Note</b>	
Please annex the following: <ul style="list-style-type: none"><li>➤ A copy of your Relieving Letter</li><li>➤ A copy of the last Pay slip</li></ul> Kindly send the completed form to Mr. Ashish Naik, Plant Admin, Goa.	
<b>Signature and Date:</b>	