



# Employee Resignation & Termination Policy

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This policy outlines the procedures and guidelines for employees who choose to resign or are terminated from their positions within the company. This policy ensures a smooth transition for both the employee and the organization, addressing important aspects such as notice periods, exit interviews, final pay, and return of company property.

## Progressive discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity.

These steps are:

- Verbal warning
- Informal meeting with supervisor
- Formal warning
- Penalties
- Termination

## Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if you don't come to work for five consecutive days without informing.

During the probationary period and any extension thereof, your services may be terminated on either side by giving one-week notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one months (30 days) notice or salary in lieu thereof.

## Forced resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.



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- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Forcing an employee to resign by taking unofficial adverse actions.

## Termination

Termination of an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

Termination is justified when an employee breaches their contract, engages in illegal activities, disrupts our workplace, performs unacceptable standards or causes damage or financial loss to the company.

## Exit Interview

At Norex, employees shall be required to participate in an exit interview with the supervisor/manager, HR or management to discuss their reasons for leaving and provide feedback on their experience with the company. This helps the company to identify areas for improvement and retain valuable employees.

## Return of company property

Before leaving, the employee must return all company-owned property, including but not limited to laptops, access cards, keys, documents, and any other equipment or resources provided by the company.

## Full & Final

The HR department shall conduct a final settlement process that includes calculating and disbursing any outstanding salary, unused vacation days, and benefits entitlements according to the company's policies and local regulations.

## Non-Disclosure and Confidentiality:

The employee shall maintain confidentiality regarding any sensitive company information even after resignation. This includes not disclosing any trade secrets, customer information, or intellectual property to third parties.

**Vaibhav Agrawal**

**Managing Director**