

Chetana Financial Services Private Limited (CF SPL) Employee Exit Policy

1. Introduction

CF SPL Employee Exit Policy outlines the procedures and guidelines to be followed when an employee leaves the organization, ensuring a smooth transition while safeguarding the interests of both the employee and the CF SPL.

2. Objective

The objective of this policy is to:

- Ensure a structured and transparent exit process.
- Maintain compliance with legal and regulatory requirements.
- Facilitate knowledge transfer and smooth handover.
- Protect company assets and confidential information.

3. Scope

This policy applies to all employees of the CF SPL, including permanent, contractual, and probationary employees.

4. Types of Employee Exits

- **Resignation:** Voluntary departure initiated by the employee.
- **Retirement:** Departure due to reaching the retirement age as per company policy.
- **Termination:** Involuntary separation due to performance issues, misconduct, or redundancy.
- **Absconding:** Leaving employment without notice or approval.

5. Resignation Process

- Employees must submit a written resignation to their reporting manager with a notice period as per their employment contract.
- The manager and HR will conduct an exit interview and facilitate knowledge transfer.
- Employees must serve the notice period unless waived by management.
- All company assets (laptop, ID card, etc.) must be returned before the last working day.

6. Full & Final Settlement

- Pending salaries, bonuses, leave encashment, and other dues will be settled within a stipulated period post-exit.
- Employees must clear any outstanding loans or advances taken from the company.
- A relieving letter and experience certificate will be issued upon successful completion of the exit process.

7. Confidentiality & Non-Disclosure

- Employees must continue to maintain confidentiality regarding company information even after exit.
- Any breach of confidentiality may result in legal action.

8. Exit Interview

- An exit interview will be conducted to gather feedback for improving company policies and work culture.
- Feedback provided will remain confidential and will not impact future references.

9. Termination Process

- Employees terminated due to misconduct or poor performance will receive a written notice stating the reason for termination.
- Any pending dues will be processed as per company policies.
- Employees terminated due to redundancy may receive severance benefits as per applicable laws.

10. Policy Review and Amendments

This policy will be reviewed periodically and amended as necessary to align with industry best practices and regulatory requirements.

11. Contact Information

For queries regarding the exit process, contact: Mail ID : hr-executive@chetanafinancial.com