TEKBOOX – Employee Exit Policy

1. Purpose

The purpose of this policy is to establish a standardized and transparent process for employee separation, including resignation, notice period compliance, handover of responsibilities, and completion of exit formalities. This policy aims to ensure a smooth transition, protect company interests, and maintain business continuity.

2. Scope

This policy applies to all employees of TEKBOOX and its associated companies, including probationary, permanent, and contract-based employees. All employees are required to comply with the separation procedures and notice period requirements outlined in this policy, their employment contracts, and applicable company rules.

3. Notice Period Requirements

Employees who resign from the organization must provide formal written notice to HR and serve the applicable notice period as follows:

- **Probationary Employees:** 7 calendar days
- **Permanent Employees:** 30 calendar days
- **Contract-Based Employees:** 60 calendar days, or as specified in the employment contract.

- Employees are expected to perform their assigned duties professionally throughout the notice period and complete all required handover and clearance procedures before their last working day.
- Employees are required to serve the full notice period specified in their employment nature.
- Employees must complete the handover of responsibilities, documents, and company assets before their last working day.
- Any request for a notice period waiver or reduction requires formal approval from authorized management.

4. Leave During the Notice Period

Any type of leave will not be approved during the notice period. Employees are required to maintain regular attendance and fulfill their assigned responsibilities until their last working day. Any unauthorized absence during the notice period will result in the applicable

deduction from the employee's payable amount. Any exceptional leave request must be reviewed and approved by HR and authorized management.

5. Consequences of Not Serving the Notice Period

If an employee fails to serve the required notice period without an approved waiver or reduction, the following actions may apply:

5.1 KPI Deduction: If an employee fails to serve the required notice period, the applicable KPI amount will be deducted in accordance with the approved employment nature.

5.2 Experience Letter: If employee who fails to complete the required notice period without prior approval from authorized management will not be eligible for an experience letter.

5.3 Employment Verification: If an employee fails to complete the required notice period without prior approval from management, HR will not verify the employee's employment upon receiving a verification request from any prospective or new employer.

5.4 Immediate Resignation Without Serving the Notice Period: If an employee resigns with immediate effect and fails to serve the required notice period, their final settlement, including outstanding salary and any remaining dues, will not be processed.

6.Exit Interview

HR will conduct an exit interview with the resigning employee during the notice period to understand the reasons for separation, gather feedback regarding the employee experience, and identify opportunities to improve company policies, management practices, and the overall work environment. The feedback will be documented for HR records and organizational improvement.

7. Exit Clearance and Handover

Before leaving the organization, employees must:

- Complete the handover of assigned responsibilities and pending tasks.
- Return all company property, equipment, documents, and access items.
- Complete the required HR and IT clearance procedures.
- Resolve outstanding obligations in accordance with company if any.

8. Exceptions and Approvals

Any exception to this policy, including a reduction or waiver of the notice period or approval of leave during the notice period, must be reviewed and documented by HR and authorized management.

9. Policy Compliance

All employees are expected to comply with this policy and the notice period requirements specified in their employment contracts.

10. Effective Date

This policy will become effective from 1st Oct,2026 updated as required to meet organizational needs and applicable legal requirements.