

1. Organization & Workplace	
1.12. Separation Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
Version 1.0	16/03/2016
Version 2.0	01/06/2017
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## 1.12. Separation Policy

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### Features

#### 1.12.1. Voluntary Separation - Resignation

- 1.12.1.1. Once you decide to resign, you need to provide a written resignation to your manager. Upon acceptance of the same, you will be required to serve a notice period of ninety (90) days unless it is waived off by your HoD/CXO. If you are at a grade level L1 to L3, HOD's approval is required for notice waiver, whereas for L4 and above, respective CXOs approval is needed.
- 1.12.1.2. People & Organization team will be the touch point after approval of your resignation and you would need to clear your outstanding items and dues (IT assets, ID card, financial matters liabilities, handsets, official airtime package etc.) before your last day at Jazz.
- 1.12.1.3. You are expected to ensure a smooth transition of your responsibilities to the designated team member.
- 1.12.1.4. You will go through a formal exit interview process with your Business Partner, during which you can highlight your reasons for leaving.
- 1.12.1.5. In case your next assignment is with a Jazz business partner (vendor), you can place a request for NOC along with your resignation and Jazz will provide you the letter during the notice period with the approval of your CXO.
- 1.12.1.6. After separation from the organization, you will not be entitled for any benefit.
- 1.12.1.7. Voluntary resignation can be (as per business decision) withdrawn for an employee during notice period with approval of respective CXO, provided the position is vacant.

#### 1.12.2. Involuntary Resignation

- 1.12.2.1. Involuntary separation may occur in below mentioned scenarios:
- Disciplinary action linked with violation of company code of conduct, policies and/or compliance guidelines.
  - Performance based resulting from performance review, performance improvement plans, performance during probation period.
  - Such separations will be initiated by the manager and People & Organization will ensure a fair process of execution. Local compliance will also be involved where required.
  - Separation from the organization other than performance related issues could result due to restructuring, role redundancy, etc. and will be intimated by manager.

### Useful Notes

- 1.12.3. Your final settlement will be processed and you will be informed once your documents are ready for collection.
- 1.12.4. Your remaining leaves in a given year cannot be balanced against notice period.
- 1.12.5. If business requires you to leave without service notice, pay in lieu of notice will be paid. However, notice pay will not be applicable if notice waiver is requested by employee.

