

Policy: Atompont Exit Policy	Effective Date: 1st May 2025
Issue: HR/EP/001	

### **Purpose:**

At Atompont, we believe in ensuring a structured and professional exit process that maintains transparency, respects contributions, protects company interests, and ensures a smooth transition. This policy sets clear guidelines for both voluntary and involuntary exits and the full and final settlement process.

### **Scope:**

This policy applies to all full/part-time employees of Atompont.

### **Policy Highlights:**

- **Notice Period (Voluntary Resignation):**
  - Employees must serve a minimum 8-week (2 months) notice period before resignation.
  - Based on mutual agreement with management, the notice period may be negotiated.
  - If an employee resigns during the probation period, a notice period of five (5) working days is required
- **Resignation Submission:**
  - Employees must send a formal resignation email to their Reporting Manager and HR.
  - The email must clearly state the reason for resignation and the proposed last working date.
- **Exit Plan Requirement:**
  - Along with the resignation, an Exit Plan must be submitted for approval.
  - The Exit Plan should cover handover of responsibilities, knowledge transfer schedules, and closure of ongoing tasks.
- **Leaves During Notice:**
  - No casual leaves, planned leaves, or work-from-home requests will be entertained during the notice period.
  - Exceptions are allowed only in cases of medical emergencies or serious personal matters, with prior approval from the Manager and HR.
- **Termination of Employment (Company-Initiated)**
  - Atompont reserves the right to terminate employment due to poor performance, misconduct (subject to investigation), policy violations, redundancy, or business needs.



- In such cases, employees may be required to serve a one (1) month notice period, unless waived by the company.
  - The company can terminate employment without providing a reason, particularly for confidentiality concerns.
  - Salary payment or withholding will be at the company's discretion, with final dues and experience letters processed following completion of exit formalities.
- **Clearance and Final Check:**
  - Employees must complete clearance formalities, including return of all company assets, handovers, documentation, and exit tasks
- **Full and Final Settlement:**
  - Salary and dues will be processed after 2 weeks of the last working day, following complete clearance.
- **Experience Letter:**
  - Issued only after successful clearance, exit compliance, and management approval.
- **Non-compliance with the Exit Plan:**
  - If an employee fails to properly complete the exit responsibilities, Atompoint reserves the right to withhold the final settlement and documentation.

