




## TASKEEN HEALTH INITIATIVE

### EMPLOYEE SEPARATION POLICY

Prepared By	Department: Human Resource	Date: 1st Jan, 2024
Approved By COO/CEO	Signature: 	Date: 1st Jan 2024

Revision History Table			
Revision	Date	Description of Change	Approved by COO/CEO
1.0	1st July, 2024	First Annual Revision	
2.0	1st January, 2025	Second Annual Revision	

#### Taskeen Health Initiative

A Company set up under section 42 of the Company's Act 2017  
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## **EMPLOYEE SEPARATION POLICY**

### **POLICY STATEMENT**

This Employee Separation Policy outlines the framework and procedures for managing the end of employment at Taskeen Health Initiative. The policy ensures that all employee separations, whether voluntary or involuntary, are handled professionally, ethically, and in compliance with applicable labor laws. It provides clear guidelines for notice periods, clearance procedures, final settlements, and post-employment obligations. By standardizing the separation process, this policy aims to protect the interests of both the organization and its employees, support operational continuity, and uphold organizational values during transitions.

### **SCOPE**

This policy applies to all full-time employees, regular part-time employees (working 50% to 99% of a full-time schedule) and contractual employees. It applies to employees working on-site, remotely, or under a hybrid work arrangement, as per their job roles and departmental needs.

### **1. TYPES OF SEPARATION**

Employee separation may occur under various circumstances. The main categories include:

- **Voluntary Separation:** This includes resignation, retirement, or mutual agreement to separate.
- **Involuntary Separation:** This includes termination for cause, redundancy or layoffs due to operational restructuring, and end of fixed-term contracts.

Each separation type shall be managed in accordance with this policy and applicable laws.

### **2. NOTICE PERIOD**

All employees are required to serve a notice period as stipulated in their individual employment contracts. The standard notice periods based on designation are as follows:

- C-level executives: 3 months
- Managers and Senior Managers: 2 months
- Clinical Psychologists and Senior Psychologists: 2 months
- Employees below Manager level: 1 month

If the employee chooses not to serve the full notice period, the organization reserves the right to deduct the shortfall from the employee's final settlement. Similarly, the organization may opt to pay in lieu of notice when initiating separation. During the notice period, the employee is expected to perform their duties diligently and assist in the handover process.

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### **3. RESIGNATION PROCESS**

Employees intending to resign must submit a formal resignation letter to their immediate supervisor and the Human Resources Department. The resignation must specify the intended last working day, which should align with the notice period requirement. Once the line manager approves the resignation, the HR department will initiate the offboarding process. This includes sharing the Provident Fund (PF) redemption form, the exit interview form link, and guidelines for handing over any company assets. HR will also provide a Handover-Takeover (HOTO) document to ensure a smooth transition of responsibilities. The resigning employee is expected to complete all ongoing assignments, facilitate a thorough handover, and support continuity in their department.

### **4. EXIT CLEARANCE**

Prior to the final working day, the separating employee must complete the exit clearance process. This involves returning all organization-issued items such as laptops, mobile phones, SIM cards, documents, and other equipment. HR must obtain clearance from their immediate supervisor.

Once the clearance is provided by the line manager, the HR department will initiate the closure of official digital access. This includes deleting the employee's official email ID after transferring any necessary relieving documents or data to the line manager's account. The clearance process must be fully completed and verified by HR before the employee is formally separated from the organization.

### **5. EXIT INTERVIEW**

To gather feedback and gain insight into the employee experience, HR may schedule an exit interview. The purpose is to understand reasons for departure, organizational strengths, and areas for improvement. Participation is encouraged but voluntary. All responses will remain confidential unless they disclose policy violations or critical risks to the organization.

### **6. FINAL SETTLEMENT**

Upon successful completion of the exit and clearance formalities, the Full and Final Settlement process will be initiated. This includes the following components:

- Payment of salary up to the last working day, which will be processed and disbursed along with the upcoming payroll cycle following the employee's last working day.
- Encashment of unused earned annual leaves, if applicable.
- Reimbursement of any approved expenses incurred by the employee, if applicable.
- Settlement of any outstanding dues or recoveries owed by the employee to the organization.
- Payment of statutory benefits such as provident fund contributions, where applicable.

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In addition, any deductions applicable under company policy or employment agreement, such as unserved notice period, advances taken, loan, unpaid leaves or asset losses, will be adjusted from the final settlement amount.

The final settlement will be disbursed within thirty (30) calendar days from the employee's last working day, provided that all required exit formalities and clearances have been duly completed and verified by the HR Department.

## **7. POST-SEPARATION CONFIDENTIALITY**

All employees remain obligated to uphold confidentiality and non-disclosure agreements even after their separation from the organization. Any unauthorized use or disclosure of confidential information may result in legal action.

## **8. EXCEPTIONS**

Any exceptions to this policy must be approved in writing by the line manager/HOD and Head of HR. Requests for exception must be documented with justifiable reasons and supporting evidence.

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