

Title: APAR Attrition and Lay-Off Management Policy
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### Attrition and Lay-Off Management Policy

#### 1. Objective :

This policy lays down the guidelines to be followed for management of attrition and lay-off in APAR.

#### 2. Scope :

This policy applies to all employees across all Divisions and locations in India.

#### 3. Definitions :

Attrition : Any separation of an employee from an organization due to resignation, retirement, death, dismissal, retrenchment or any reason whatsoever, whether voluntary or involuntary.

Lay-Off: As defined in the Industrial Disputes Act, 1947.

#### 4. Guidelines :

##### Management of attrition:

- In cases of resignation of employee the terms of Letter of Appointment will prevail.
- The resigning employee will be issued relieving letter and experience certificate.
- In cases of voluntary attrition due to resignation, Exit Interview will be conducted for discussion on retention and organizational inputs for improvement.
- Involuntary attrition such as dismissal, discharge, etc. due to disciplinary action will comply with the principles of natural justice.
- Involuntary attrition due to Retrenchment and Closure will be complied with provisions of Industrial Disputes Act, 1947.

Management of lay-off:

- Any Lay-Offs will comply with the provisions as laid down in the Industrial Disputes Act, 1947.
- In case of lay off, we shall give support to the laid off employees to increase their prospect of re-employment, outplacement services.

Process Owner: HR



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Chairman & Managing Director