



**SQFT Knowledge Services**

**TERMINATION POLICY**

**Document Revision History**

<b>Version</b>	<b>Date</b>	<b>Document No</b>	<b>Brief summary of changes</b>	<b>Prepared By</b>	<b>Approved By</b>
<b>1.0</b>	1-Mar-2019	SQFT/TP/POL/033	Initial version created	K. Gokhul	S.Nandhini
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<b>1.1</b>	03-Jan-2023	SQFT/TP/POL/033	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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**1 TABLE OF CONTENTS**

**1 PURPOSE .....3**

**2 SCOPE ..... 3**

**3 POLICY ELEMENTS .....3**

**4 EXECUTIVE OWNER..... 4**

**5 ROLES AND RESPONSIBILITIES .....4**

**6 DEFINITIONS ..... 5**

**7 ASSOCIATED DOCUMENT ..... 5**

**8 DOCUMENT MAINTENANCE ..... 5**

## 1 PURPOSE

The purpose of the Policy is to provide guidelines and baselines for termination of employee without informing SQFT KS team.

## 2 SCOPE

This Policy applies to all employees of SQFT KS, Vendors, employees of Third Parties affiliated with SQFT KS and Consultants accessing any resources of SQFT KS.

- All data residing in Critical systems including the Operating System files and application software files
- All business data managed and handled.
- Data on critical desktops, Laptops and other mobile devices.
- Configurations of Operating systems, applications, network devices, Security products and communication equipment's
- Log files generated from all devices and communication equipment's etc
- Software / Utilities / scripts, provided by external vendors.

## 3 POLICY ELEMENTS

- Misconduct will include without limitation:
- Absence from service without prior notice in writing or without sufficient cause for three or more working days;
- Commission or attempt to commit or commit any cyber-crime.
- During the probation period, your services with the Company are liable to be terminated at any time, by giving 1 months' notice or by payment on Cost to Company in lieu under conditions . After the end of the Probation Period and upon confirmation of your appointment with the Company, your job shall be terminated by the Company by giving you minimum two months written notice or by payment on Cost to Company for the said two months in lieu of such notice except as provided below.
- Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your designated functions or that you are guilty of misconduct or negligence, or have committed any breach of the terms of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:
  - The Company's right to claim the actual damages it has suffered through this breach;
  - Any other relief to which the Company may be entitled under contract, law or equity.
- VOLUNTARY TERMINATION BY THE EMPLOYEE - The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month written notice to the designated officer of the Company.

## Termination Policy

- In the event of termination of your employment, your employment with the Company will cease and the provisions of the Appointment letter, the termination of your employment with the Company shall not have any effect on such paragraphs.
- The Company's decision as to the termination of your services or employment shall be final and legally binding on you. Upon any termination of your employment with the Company, you hereby agree to accurately complete, sign and deliver to the Company the separation documents.
- Absence from service without prior notice in writing or without sufficient cause for seven days or more;
- Going on or abetting a strike in contravention of any law.
- Cause damage to the property of the Company;
- Continued discharge of work functions, which do not meet the standards reasonably expected by the
- Company from you or results in conflict of interest situations, professional or otherwise;
- Breach of confidentiality/secretcy provisions set out in paragraph 12 above.
- Commission or attempt to commit to commit any cyber-crime.

#### **4 EXECUTIVE OWNER**

Chief Operating Officer will be the executive owner of the Policy.

The Policy shall be approved by the Information Security and Privacy Steering Committee after review by the IT Executive& COO.

The IT Executive shall be responsible for implementing and executing the Policy's and guidelines mentioned in this document.

The records relating to this Policy shall be maintained by the Implementation Team member.

The implementation shall be monitored and reviewed by the Chief Operating Officer.

#### **5 ROLES AND RESPONSIBILITIES**

Abbreviations

P – Primary Responsibility

- - Cooperative Responsibility

Responsibility

## Termination Policy

	COO	IT Team	User
Requesting for backup			P
Identifying and segregating critical backup files in local systems			P
Planning for backup for critical servers and connectivity equipment's	P	•	
Taking of backup as per the guidelines	P		•
Implementing the policy	P		•
Monitoring the Implementation and review		P	

### 6 DEFINITIONS

COO	Chief Operating Officer
ISPSC	Information Security and Privacy Steering Committee
IT Team	Infrastructure Team
User	Users of SQFT KS having business important information to be backed up

### 7 ASSOCIATED DOCUMENTS

- Termination Policy (SQFT/TM/PRO/032)

### 8 DOCUMENT MAINTENANCE

Chief Operating Officer shall be responsible for document control and any changes. Updates shall be discussed by the Chief Operating Officer and the head of the department. COO shall forward the document to Steering Committee for approval, after review.

**End of Document**