



Inspiring Human Belief
in a Healthier World

Policy On Employee Resignation and Discharge

We at Hetero are having relieving process as per the terms of employment.

- Any staff of Hetero who desirous of leaving the services shall give three months' notice for all employees in lieu of the notice to the management.
- Subject to provision of the law applicable to the establishment, the employment of any permanent worker may be terminated for any reasonable cause by giving three months' notice or three month's pay in lieu of such notice.
- The reason for the termination of service shall be recorded in writing and shall be communicated to the worker at the time of termination. Resignation of the workman shall not come to effect, unless the management accepts it and such acceptance will be communicated to the workman.
- If a workman abandons our services, without intimation, the concerned workman will be informed to collect the dues by post. If the workman fails to collect, the amount will be accounted under unpaid wages account.
- Establish the process necessary to deliver the results in accordance with the requirements and implement the process to ensure relieving of employee.
- Monitor and measure the process against the requirement and take actions to continually improve the system.

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