

10.Redundancy and Termination Policy

Acuti Labs is committed to managing any redundancies and terminations in a fair, transparent, and legally compliant manner.

The addendums to this handbook provide further information in respect of our specific redundancy procedures and policies. This policy does not apply in the US.



Key Principles:

- **Fair Treatment:** Ensure that any redundancies and terminations are conducted fairly and respectfully.
- **Legal Compliance:** Adhere to all legal requirements and regulations related to redundancy and termination.

2. Redundancy Process:

- **Consultation:** Engage in consultation with affected employees to explain the reasons for redundancy and explore alternatives.
- **Selection Criteria:** Use objective and fair criteria to select employees for redundancy.
- **Notice Period:** Provide the required notice period or payment in lieu of notice as specified in the employment contract and/or legal regulations.
- **Severance Pay:** Offer severance pay in accordance with legal requirements and company policy.
- **Support:** Provide support services, such as outplacement assistance and counselling, to help affected employees transition to new employment.

Termination Process:

- **Grounds for Termination:** Clearly outline the grounds for termination, which may include poor performance, misconduct, redundancy, or other valid reasons.
- **Notice and Documentation:** Provide written notice of termination, specifying the effective date and, where required by country-specific laws, the reason for the termination. Ensure all necessary documentation is completed.
- **Final Settlement:** Settle all outstanding dues, including salary, leave encashment, and any other entitlements.
- **Exit Interview:** Conduct an exit interview to gather feedback and understand the employee's perspective.

Appeal Process:

- **Right to Appeal:** Employees in the UK and the Netherlands have the right to appeal termination decisions. Appeals must be submitted in writing to the HR department within a specified timeframe.
- **Review:** An appeal review will be conducted by senior management, and a final decision will be communicated to the employee.

Exit Procedures and Offboarding

Acuiti Labs aims to ensure a smooth and respectful offboarding process for employees leaving the company.

1. Key Principles:

- **Professionalism:** Handle the offboarding process with professionalism and respect.
- **Completion:** Ensure all administrative and logistical aspects of the employee's departure are completed efficiently.

Offboarding Process:

- **Notice of Resignation:** Employees should submit a written notice of resignation to their supervisor and HR department, specifying the intended last working day in accordance with any applicable notice period in their contract or country-specific policy, as applicable.
- **Exit Interview:** Conduct an exit interview to gather feedback, understand the reasons for leaving, and identify areas for improvement.
- **Knowledge Transfer:** Arrange for the transfer of knowledge and responsibilities to ensure a smooth transition. This may include documenting processes, training replacements, and completing ongoing projects.
- **Return of Company Property:** Ensure the employee returns all company property, including laptops, ID badges, keys, and any other equipment or documents.

Final Settlement:

Process the final settlement, including payment of outstanding salary, leave encashment, and any other entitlements. Provide a detailed breakdown of the final settlement to the employee.

Additional Obligations

- **Non-Solicitation Clause:** After exit, former employees are prevented from recruiting any of Acuiti Labs' current employees or contractors. In case of breach, appropriate legal action would be taken by the company as per the law. This Non-Solicitation Clause does not apply to any U.S. employees. If applicable, U.S. employees are expected to abide by non-solicitation provisions in any Restrictive Covenant Agreement they entered into with Acuiti Labs.
- **Non-Disclosure Agreement:** During the notice period and after exit, employees are expected to maintain complete confidentiality of company and proprietary information. There is a restriction on using, conveying, or disclosing proprietary information and data exclusive to Acuiti Labs to outsiders, as per the company's Non-Disclosure Agreement signed by the employee.

Post-Exit Support:

- **Reference Letters:** Provide reference letters upon request, reflecting the employee's contributions and performance during their tenure.
- **Alumni Network:** Encourage departing employees to stay connected through the company's alumni network, if available.

5. Documentation:

- **Record Keeping:** Maintain records of the exit interview, final settlement, and any other relevant documentation in the employee's file.