



LEAVING EMPLOYEE INFORMATION GUIDE

Applicable to BNY Mellon
India employees only



BNY MELLON



This document will assist you as you conclude your employment with BNY Mellon. It will provide you with information regarding termination procedures, final pay and benefits.

BNY Mellon appreciates your contribution to the organisation and wishes you success in the future.

YOUR RESPONSIBILITIES PRIOR TO YOUR LAST DAY OF EMPLOYMENT

Repay any outstanding balances

Medical claim

Please submit any medical claim to the insurance company before your last day of employment.

Other payments

As per the terms of the relevant agreements, please check with HR Client Service Center at askhr@bnymellon about your obligations:

- a sign-on, buy-out, or guarantee bonus or remuneration, where a clawback is applicable;
- tuition assistance;
- relocation assistance; and
- travel bond.

Travel & Expense

Any outstanding balances on an AMEX card must be reconciled to determine non-business purchases or business expenses not previously repaid to you. Non-business purchases and reimbursed expenses must be paid in full before you leave. Any other outstanding expenses should be cleared in Peoplesoft Financials T&E before your last day of employment.

Company records and retention

You are reminded that, under the [Information Privacy Policy](#) (I.N.125) and [Global Records Management Policy](#) (I-D-200), no data pertaining to company business is to be stored on personally owned computing devices. You are required to move company records and other data to a shared drive, with the right protection level, as per the company's [Information Classification Policy](#) (I.N.320). Please discuss with your manager.

No Dues clearance

You are requested to take a print of No Dues Clearance form available in this document. Complete Part One and get signatures from the respective departments / people in Part Two. Post this, you need to submit this form to the HR Operations team on your last working day.

YOUR RESPONSIBILITIES POST LAST DAY OF EMPLOYMENT

Confidentiality

This statement is to remind you of your obligations as a former employee of BNY Mellon or one of its subsidiaries, affiliates or related entities (collectively BNY Mellon) under applicable law and the BNY Mellon Code of Conduct. As you know, your employment with BNY Mellon at times placed you in a position of trust within our organisation and allowed you to obtain access to invaluable confidential information concerning the business, clients and future plans of BNY Mellon. Under the law and under the above-referenced Code of Conduct, you have an obligation, even after the termination of your employment, to maintain the confidentiality of BNY Mellon's confidential information.

Confidential Information means:

- a) all non-public information pertaining to the business and operations of the Company, its Affiliates and any third party, which was provided to you, generated by you, or obtained by you during the course of, or as a result of, your employment by the Company, including, but not limited to:
 - i. trade secrets and confidential know-how; and
 - ii. business, financial, accounting, marketing and technical information and plans, goals and projections, product data, client and supplier lists and data, technology, operating procedures and policies, price lists, databases, source codes and methodologies, employee and contractor data, remuneration and performance data, sales and expenses, templates, research, analyses, advices, work product, contracts and any other business data; and
- b) all copies, notes and records based on or incorporating the information referred to in paragraph (a); but does not include any information that was public knowledge when this Contract was signed or became so at a later date (other than as a result of a breach of confidentiality).

"Affiliate" means any entity directly or indirectly, wholly or partially, controlled by, controlling or under common control with the Company, and includes all companies and entities within the BNY Mellon group.

In addition to your duty not to misappropriate or disclose BNY Mellon's confidential information, you are also reminded of your duty not to interfere with BNY Mellon's employment relationships, client relations and related contracts.

Your Bank account for Salary

Please do not close your salary bank account as your final settlement amount will be directly credited to your salary bank account. You may wish to close the same, once your final settlement is processed and paid in to your bank account.

Change in personal details

If in the future you change your address, your bank account details or any other personal details before your final settlement is completed and received by you with related documents, please inform Human Resources by sending a mail to askhr@bnymellon.com, so the company can update the changes in its records to ensure any future correspondence or payments can be properly effectuated.

OTHER IMPORTANT INFORMATION

Insurance benefits

Your coverage will cease with effect from the day following your last day of employment.

Final pay

Your final payment will be paid to you in your salary bank account post completion of the final settlement. Your final pay will include unprocessed salary, overtime or any other allowance and any accrued but unused annual leaves until your last day of employment. However, any outstanding amounts payable by you to the company or the authorities may be deducted from your final pay, to the maximum extent permitted by law. You must repay any remaining balance you owe the company as mentioned in the final settlement document, immediately upon intimation of the same.

Employment verification inquiries

For any references requested by future employers, the company will only provide beginning and ending dates of employment and the job title of your last position. Your manager is not authorised to provide you with a recommendation or answer telephone or written inquiries from prospective employers on behalf of the company.

If you have any questions, please contact HR Client Service Centre by e-mail (AskHR@bnymellon.com) or phone 44600.

No Dues Clearance Form

The employee who is leaving has to complete the form and submit it to HR Operations on the last day

PART ONE : Employee Details

Employee Name:	
Employee ID Number: 000	Joining Date:
Resignation date:	Last Working Day:
Name of the Manager:	Name of the Process:
Contact details for future correspondence Address:	E-mail:
	Landline / Mobile number:

PART TWO - LEAVER CHECKLIST (Employee needs to get the signatures from respective departments / people)

Action:	Date:	Remarks and Signature by:
CORPORATE SECURITY <input type="checkbox"/> Access control card (BNY Mellon & Magarpatta) <input type="checkbox"/> RSA Token		Corporate Security
GENERAL SERVICES <input type="checkbox"/> Drawer keys <input type="checkbox"/> Meal Pass (Sodexo Card) <input type="checkbox"/> Corporate credit card <input type="checkbox"/> Locker keys <input type="checkbox"/> Telephone recoveries		Facilities
FINANCE <input type="checkbox"/> Travel advance recovery <input type="checkbox"/> Settlement of travel advance		Finance
OPERATIONS: (TL / Manager to sign) <input type="checkbox"/> Process & other handovers completed <input type="checkbox"/> Confidential Company property and information, e.g. files, folders, manuals or records, documents, USB's, etc returned) <input type="checkbox"/> Course material and books, if any, returned <input type="checkbox"/> Business cards, if any, returned <input type="checkbox"/> EXAM / Any other recovery		Team Leader / Ops Manager
MALS: (Below action should be completed on or before Last working day by TL / Manager to sign) <input type="checkbox"/> Leaves / LOP – Approve / Disapprove Pending leaves post and prior date of leaving <input type="checkbox"/> Regularisation of attendance – Approve / Disapprove <input type="checkbox"/> OT – Approve / Disapprove <input type="checkbox"/> NSA – Update Shift <input type="checkbox"/> National Holiday - Approve / Disapprove		Team Leader / Ops Manager
IT <input type="checkbox"/> Mouse / Key Board <input type="checkbox"/> Headset / Camera <input type="checkbox"/> Laptop, Charger, Lock, Bag, Docking Station <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry / Mobiles / Sim card, chargers, etc		IT / IBM
HR <input type="checkbox"/> PIP Status (if any) <input type="checkbox"/> Exit Interview		HRA

Employee signature:

Date:

