

Probation Confirmation Policy

Applicability

These guidelines are applicable to full time Swiggy employees. Each newly-hired associate will be on probation for the period of time indicated in the employee's offer letter/contract of employment. The Company reserves the right to extend this period of probation if required on its sole discretion.

End of Probationary Period

Unless stated in writing, employees will be deemed confirmed after the expiry of the initial or extended period of probation. If the employee's performance and/or conduct is deemed poor or unfit by the company, his/her probation may be either extended, he/she may be put on a performance improvement plan or his/her employment may be dispensed at the discretion of the management.

Notice of Termination during Probation

During probation, employment can be terminated by either party with a 15 days' notice or pay in lieu of notice.

Exception:

Any exception to the policy will need the approval of the Business Head and Human Resource Head. This policy is implemented in the sole discretion of the Company, and it may be modified, amended, or discontinued at any time in the sole discretion of the Company.