

A large, solid orange L-shaped graphic that occupies the right side of the page. It consists of a horizontal bar at the top and a vertical bar on the right, meeting at a 90-degree angle. The background of the entire page is a dark blue with a repeating pattern of small, lighter blue L-shaped icons.

# Policy on Bench Resource Management (INDIA)

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## Document Release Note & Control Sheet

### *Document Release Note*

Policy on Bench Resource Management (INDIA) documentation is released for use in IGT, with effect from 28-August-2019. This documentation is controlled.

Revisions if any, to this documentation will be available at the IGT Intranet Site.

### Document History

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0.3	01-Jan-2019	Bench Policy Release	Charu Dar, Suchita Gupta	Shankar Upadhyay	Rahul Sinha
0.4	28-Aug-2019	Bench Policy Updated	Charu Dar	Kavita Chadha	Rahul Sinha, Anil Batra

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## 1. Purpose

### 1.1. Purpose:

A “**Bench**” comprises of a pool of employees (“Bench Resource(s)”) who:

1. are released from the current project due to project ramp-downs; or
2. have been released from the current project due to project closure

It is clarified that Bench shall not include any resources who have been put on a Performance Improvement Plan or Serving the Notice Period in the Company.

### 1.2. Objective

The objective of this Policy is to ensure:

1. Cross-training, up-skilling and complete utilization of Bench Resources for the benefit of Business.
2. Effective utilization of employees who are primarily non billable and engage them in a billable projects/assignment;
3. Implementation of a defined process to manage the strength of those employees who are mapped to the Bench within the business;
4. Focus on mapping available skilled resources from Bench for new opportunities and essential business requirements.

### 1.3. Scope

The Policy extends to and covers all full time IT employees within the Company.

## 2. Process

### 2.1. Importance of Bench Resource Management

The strategy for the Bench Resource Management plays a very crucial role in business as it has a direct impact on profits and losses. Such cautious resource management results in fulfilling the required buffer resource availability, flexibility on movement of critical resources to different projects, provide time for skill and proficiency development and facilitate such other factors directly responsible for growth and progress of the business.

### 2.2. Key Stakeholders

All Bench Resources shall report into the Resource Manager. The Project Managers and/or Delivery Heads shall provide a minimum of fifteen days advance notice to the Resource Manager for any movement of resources to the Bench and the Project Management Organization shall update the reporting structure and movement of all Bench Resources in SAP.

### 2.3. Guidelines

A Bench Resource is an employee who is neither a billable nor a back-up resource. Below mentioned guidelines shall be followed by a Bench Resource:

- A Bench Resource should be open for recommended cross trainings, soft skills trainings, re-skilling or up-skilling during the Bench Period and shall explore opportunities through the Resource Manager.
- **Relocation:** Bench Resource shall be Open for re-locating for available opportunities at any location onsite and off-shore.
- **Work allocation:** Bench resource shall take-up any tasks / assignments that are assigned by Resource Manager for Internal Utilization
- **Up skilling / Cross skilling:** Based on business needs, the organization shall assign the Bench resource self-learning assignments / trainings to re-skill / up-skill the resource for potential new opportunities. Attendance to such assignments / trainings shall be mandatory. In case of exceptional circumstances where the resource needs to be absent, explicit approval shall be taken from Resource Manager and / or BU head.
- The company reserves the right to terminate the employment without any prior notice , in case of any of the following scenarios:
  - a. the employee denies to up-skill himself/herself
  - b. the employee denies to accept the available opportunities
- Notice period during the Bench assignment will be 30 days from either side, unless specific business needs require extension till maximum bench assignment period – such cases will be approved in writing by HR Head or BU Head. This section of the Policy shall override the terms of the appointment letter of the Resource;
- The maximum period for Bench assignment will be 90 days;
- All Bench Resources shall be reporting to the Resource Manager during the Bench Period;
- A Bench Resource is not eligible to avail Work from Home except with the approval of the Resource Manager;
- Any leaves without notification will be treated as leave without pay;

#### 2.4. Policy Deviation

Any deviation in this Policy shall require approval from Head HR or BU Head.

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