

Version Number	4.5
Current Policy Effective Date	1-January-2025
Process Owner	Talent Fulfillment Group
Applicability	All India based delivery employees are covered in the policy except SD, DR, and BPS.

Objective:

The concept of Talent Pool has been a business necessity in the IT industry to keep a skilled workforce ready for any immediate and future project requirement. The intention of this policy is to find ways of developing and engaging their competencies aptly to enlarge their scope for a rightful deployment.

Scope:

All India based delivery employees are covered in the policy except SD, DR, and BPS.

Campus Hires / Fresher: The Talent Pool policy shall be applicable to the freshers / campus hires post completion of 12 months from the date of joining. Freshers will be accepted on Talent Pool only in case of a 'complete account ramp down' or 'exceptional scenario' at the discretion of the TFG.

Performance Related: Employees with last appraisal rating of 1 or 2 can be released to Talent Pool only after successful completion of PDP.

Long Leave / Sabbatical: Company/ML Sabbatical employees will not be accepted on Talent Pool and continue to be tagged to project until they report back to work.

Purpose:

Talent Pool Policy gives an overview to the employees on the criteria and principles followed in the organization for the employees who fall under the Talent Pool category. Talent Pool Policy is thoughtfully crafted to support and engage our employees who are on Talent Pool. This policy helps utilize available talent quickly and efficiently and encourages employees to use their skills productively and to upskill or cross-skill during the Talent Pool period for future assignments. This includes:

- I. **Project Pre-closure:** Employees awaiting new assignments in the organizations.
- II. **Pool Hires *:** New joiners hired for specific projects/ skills who are yet to be allocated.
- III. **New Hires:** Recently onboarded employees who are in the process of being assigned to their projects.
- IV. **Skill Alignment:** Individuals whose current skill sets are either not deployable at the moment or needs upskilling / cross-skilling.
- V. **Client releases:** Employees released by client other than behavioral issues/misconduct cases.
- VI. **Unforeseen Circumstances:** Any other situations beyond the organization's control that affect project assignments.

***Pool hire** - refers to employees hired for open positions within the organization. After joining, they are assigned to projects based on their skills and the project's requirements.

Talent Pool Ageing Criteria

#	Level	Full pay
1	L1-L6	90 Days
2	L7 & above	60 Days

Note: Talent Pool Period would indicate the time an employee spends on Talent Pool / a time when an employee is not assigned to any projects / in between projects

- Talent Pool ageing period will be effective from the 'release date to Talent Pool (Talent Pool start date).
- Talent Pool ageing will be in accordance with the notice period. Talent Pool period is deemed to be the notice period for separation in accordance with the letter of offer.

Policy Description:

- All employees who are released from the projects are allocated to the Talent Pool team for the reasons mentioned in the purpose above.
- Delivery to mandatorily set releases in PRRISM/ Oracle EBS with 30 days' notice. For exceptional releases like non-billable releases or account/project ramp down, the release timeline will be 15 days.
- Manager shall communicate to employees on release to the Talent Pool, while the release is being set on the system PRRISM/Oracle EBS.
- Managers shall share the detailed feedback to the employees as updated in the PRRISM release process.
- TFG shall connect on further steps with the employee and share the Mphasis Talent Pool policy. Employees will be provided with the details of respective TFG & HR SPOC to address all the queries on a day-to-day basis.
- Employees will be in the purview of the Talent Pool policy from the date they are moved to the Talent Pool.
- TFG team shall track and monitor the potential engagement of the employee on the Talent Pool to any open / relevant projects based on the skill-set requirements and competencies.
- Employees need to mandatorily update Talent Pro prior to release. Profiles not updated within last 90 days, including insufficient/poor quality profiles will strictly not be accepted for release on Talent Pool and will not be redeployed. Any incorrect information furnished can lead to stringent disciplinary action.
- Employees on the Talent Pool should mandatorily report to their base location. Approval of Work from Home will be at the discretion of TFG manager. Employees should be available for meeting/calls/interview on any given working day.
- The following shall be treated as insubordination as per the policies of the Company, and will lead to disciplinary action including Termination:
 - Employees on Talent Pool refusing to report to office / base location on intimation from TFG SPOCs.

- Employee rejects 2 suitable opportunities offered by the company based on the open positions available (includes auto rejection/not responding to referrals)
- Employee refusing to relocate, work from Mphasis or Client Office will be considered as opportunity rejected by the employee.
- Employees not available for below
 - TFG calls & Connects - beyond a day
 - Scheduled Interviews - two or more
 - Tool based assessment / Test / Assignments
- During Talent Pool period TFG may assign trainings in discussion with the employee and / or practice manager, as applicable. Employees are mandated to complete the training / certifications within the assigned date. In the event the employee fails / refuses to complete the notified training / certification within the assigned date (without valid reason).
- Employee rejects an opportunity post selection. Once allocated to the live project the employee must report to the project on the date as specified by the Company. Employees failing to report to projects as per the schedule will be treated as AWOL, as per the policy.
- Employee rejects an opportunity post client select will be treated as violation of Company Policies / insubordination as per Severity document and will be terminated with immediate effect.
- If employee is not reporting to office for 3 continuous days or if TFG is unable to reach employee through official mail / call (official mail ID / details provided in HCM) for 3 consecutive days, AWOL process will get initiated as per Separation Policy (under Company Initiated Separations).
- No employee shall be entitled to deny any opportunity offered by the Company in anticipation of onsite position during Talent Pool period irrespective of the visa status
- Employees on Talent Pool are eligible for Company-initiated relocation benefits as per the Relocation policy. Self-initiated relocation is not eligible for the relocation benefits.
- If an employee is travelling, out of station/country, the new contact details must be shared immediately and be accessible.
- In the event of any violation of Talent Pool Policy or any other Policy leading to termination, only the remaining days of the Talent Pool period will be compensated by the Company in lieu of the notice period.
- Talent pool period will not be extended if the employee avails accumulated leaves while in Talent Pool.
- During Talent Pool period, if employee initiates pre-separation, either he / she needs to serve the remaining days of the Talent Pool period or he / she will have to compensate the company in lieu of notice, unless otherwise agreed with TFG SPOC for an early release / waiver of payment for remaining Talent pool period.

Opting for Talent Pool Sabbatical

- Subject to employee's interest, if an employee opts for Talent pool Sabbatical, they can raise a request with TFG to stay on Talent Pool Sabbatical for a period of 6 months provisioned under the Company Sabbatical policy
- Incase employee does not opt for Talent Pool sabbatical; last working date of the employee would be 90th day on bench for L1-L6 and 60th day for L7 and above.

- TFG SPOC will update termination in HCM 15days prior to last working day/sabbatical end.
- Project allocation for a period of less than 3 months will be considered as short-term assignment and Talent Pool ageing will be paused during this period irrespective of business/employee reasons.
- Every Talent Pool employee opting for sabbatical are still bound by Company & Talent Pool policy. TFG SPOC will be in touch from time to time to update the progress on the project referrals/deployment.

Ageing for Expecting Women on the Talent Pool

Expecting women will remain in the existing project and will not be accepted on Talent Pool. Only in exceptional cases where there is a ramp down of the project or for any other reasons beyond the control of the organization an Expecting Women will be accepted on Talent Pool.

Maternity Benefits will be governed by the Maternity Benefit Act, as per Government of India rules and regulations and as detailed out in the Leave and Holiday Policy ([Mphasis Policies - Home \(sharepoint.com\)](#)>> Policy Documents >> HR Corner >> Leave >> Leave and Holiday)

In such cases the employee should keep the Talent Pool Manager and HR BP informed (via email) in order to ensure that employee is provided all benefits as under the Maternity Benefits Act.

- Talent Pool ageing will be put on hold (only) when the employee avails ML Leave
- Once employee returns from Maternity Leave, employee will continue the Talent Pool ageing from the stage where the employee went for ML.
- Talent pool period will not be extended if the employee avails her accumulated leaves after ML benefits
- Employees can avail Maternity Leave Sabbatical as per Company Sabbatical Policy, based on their eligibility as per the policy.

IPM Inputs:

Inputs should be validated and reviewed as per this policy before uploading on IPM. Supporting data/document, approval & artifacts should be retained by the IPM User for any Audit requirement/verification. IPM user will be accountable for any incorrect / wrong data upload.

Exception Approval:

All exceptions other than those already mentioned in the policy is subject to approval from TFG Head.

Policy References:

- [Sabbatical Policy](#)
- [Severity Document](#)
- [Code Of Business Conduct](#)

Policy Revision History:

Serial No.	Version No.	Date of Change	LT2 Approver	Sections Affected	Changes in Brief
1	1.0	1-Feb-2011	-----	-----	Initial Draft
2	1.1	01-Mar-2011	-----	Scope & policy description	Extended to ITO and included ageing parameter for ITO
3	1.2	04-Jul-2011	-----	APPS and NV	Clause on 2 raters added
4	1.3	13-Oct-11	-----	Change in applicability APPS/NV	Applicable to permanent India based employees in Level 3 to Level 8 in APPS and New Venture Delivery Units and ITO. Employees who are involved in a nontechnical role will be excluded from this policy.
5	1.4	10-Nov-11	-----	1.Applicability 2.Policy description 3.For IS	1.Included ITO-Core and IS 2. HR will discuss the matter with the employee and appraise him / her of the Mphasis Talent Pool policy and Talent Pool employees will be given 3 chances (instead of 5). In case of APPS and ITO-Core, if the employee is not allocated to a project within the given time frame, the employee will be informed on the sabbatical period with a sign off done on acceptance from the employee under Talent Pool with the help of HRBP. 3. Infrastructure Services keeps an employee on Talent Pool for maximum of 2 months and the notice period will start from day 1 of the employee's movement to Talent Pool. Within this period, 3 opportunities will be provided to the employee to get engaged in a different project / department Across any of the Mphasis business towers. If the employee fails in the opportunities provided, Mphasis will separate him / her from the company as per the notice period given on the day of Movement to Talent Pool. As an alternative to the 2 months separation notice period, the company may pay 2 months basic salary to the employee and release him / her immediately after their movement to Talent Pool. If the

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					employee decides to leave the company at any time during the span of 2 months, the employee must notify the HR and HR will release the employee accordingly. In such an event, payment in lieu of notice period will not apply either for the company or for the employee.
6	1.5	06-Jan-12	-----	1.Scope 2.Policy Description 3. For APPS, NV & ITO Core	Ella fresher policy documented separately and exclusions to the policy. Technical rejects Updated Talent Pool ageing and actions data
7	1.6	16 April 2012	-----	4.Policy Description Scope	Gratuity payments made to any employee are based on the last 100% basic salary drawn and not on the Talent Pool calculated base Employees in Level 8 and above cannot be released to APPS and New Venture Talent Pool. While an employee is on Talent Pool, the terms of the Talent Pool policy supersede the terms of all other policies till the employee gets reallocated to a project
8	1.7	16 April 2012	-----	5.Policy Description	Employees on half pay due to Talent Pool ageing would receive half pay or a monthly gross of Rs. 15,100, whichever is higher.
9	1.8	16 April 2012	-----	1. Policy Description 2. Scope 3. For APPS, NV & ITO Core	The terms and conditions of the Talent Pool policy for an employee currently on Talent Pool are reset as and when new ratings are announced in the bi- annual performance management cycle. This implies that the duration and salary get reset upwards/downwards for the remaining period as soon as a new rating is announced. Employees in Level 1, Level 2, Level 3 and Level 4 hired as Freshers and graduated from Mphasis Learning Academy [MLA] are covered under the Fresher's Management Guidelines (for the first 2 years) which is documented separately in QMS.

					Last/current terminology replaced by latest
10	1.9	24 April 2013	-----	Exception Approval clause	Exception approval clause was added:
11	2.0	25th July 2013	-----	Scope	Scope extended to all levels of permanent employees
12	2.1	17th January 2014	-----	Scope	Removing the reference to IS from the scope of Talent Pool policy document. IS Employees are now integrated into ITO
13	2.2	5th May 2014	-----	Aging for Expecting Women on the Talent Pool	Section Added
14	2.3	3rd Nov 2014	-----	All Policy Description	"Bench" is renamed as "Talent Pool" "RMG" is called as "TFG" (Talent Fulfillment Group) Average of last three ratings is considered to determine the Talent Pool duration.
15	2.4	21-Nove-14	-----	Talent Pool ageing Criteria	Rating Table is added.
16	2.5	1 April 2015	-----	Applicability & Scope	Policy extended to EUSS-WPS ITO-Core Vertical renamed to IS
17	2.6	1 July 2016	----	Aging for Expecting Women on the Talent Pool Exception Approval	"Any approvals with respect to Maternity Leave Sabbatical should be approved by manager and HR Lead. Any approvals for second month LOP extension should be approved by the TFG Head and anything beyond that should be approved by the HR Lead." "BU HR Head" changed to "Head, Talent Fulfilment Group"
18	2.7	1st June 2017		Scope	While setting release, its mandatory to ensure that the TalentPro profile is 100% complete and approved (The updating needs to happen within 30 days from date of release) Without this the employee releases to Talent Pool will not be accepted
19	2.8	25-Jul-2017	-----	Scope & Applicability	Included DR Offshore under scope & applicability
20	2.9	14-Feb-2018	-----	Scope & Talent Pool ageing criteria	Multiple changes made with respect to: Fresher management, criteria for expecting women, criteria for company sabbatical & bench sabbatical employees
21			-----		Updated scope to include Wyde, Emerging

	3.0	25-Apr-2018		Multiple	<p>Markets, CIO-CS.</p> <p>TalentPro profile completion revised from 100% to 90% & time extended from 30 to 60 days</p>
					<ul style="list-style-type: none"> -References to 'Bench' replaced with 'Talent Pool' -Reference to 'RMS' replaced with 'TalentPro' -Criteria for aging for expecting employees & those on ML, ML LOP & ML Sabbatical updated in the section 'Aging for Expecting Women on the Talent Pool' -Added the following clause under Scope – 'When an employee is on Talent Pool sabbatical, he would be eligible to extend it to the Company sabbatical, if he meets the tenure parameter as per the company policy' -Exception approval clause added for pool hires -Re-framed the policy description section with regards to opportunities given for employees on Talent Pool – 'Employees who are part of Talent Pool (Bench) will be given opportunities based on the requirements to attend interviews for open positions available in the organization. Three Technical interview rejects will result in the employee being put on Talent Pool sabbatical. An Employee rejecting an opportunity post selection will be counted as a Self-reject and will add up to the technical reject count. If the

					employee fails to attend three scheduled interviews without valid reasons that has been discussed with the TFG partner, the organization can terminate the employment of the employee'
22		Ankur S		Campus hires from Engineering colleges graduated from Mphasis Learning Academy (MLA) are covered under the Fresher's Management Guidelines (for the first 2 years) which is documented separately in QMS and Talent Pool policy is not applicable for them.	
3.1	01-Jan-2019	Multiple	<p>Employees with last appraisal rating of 1 or 2 can be released to Talent Pool only after successful completion of PDP.</p> <p>In the event of any of the below scenarios, the employee will not be eligible for any further financial remuneration and will be directly put on Talent Pool Sabbatical and/or may take necessary action which may lead up to termination of employment.</p> <ul style="list-style-type: none"> - Employee will be given 3 suitable opportunities based on the open position available. An Employee rejecting an opportunity will be counted as a self-reject and will add up to the rejection count. - Employee fails to attend three scheduled discussion/interviews without valid reasons - Employee rejecting an opportunity post selection. Once allocated to the live-project the employee must report to the project on the date as specified by TFG team. <p>Employees who are set to be released need to mandatorily update Talent Pro in the last 60 days. Insufficient profile or not updated in the last 60 days, will not be accepted by system while setting the release.</p>		
					<p>Employee should ensure the quality of profile on Talent Pro is detailed and accurate. Improper profiling will not be processed for opportunities.</p> <p>During Talent pool period TFG will assign</p>

					<p>trainings in discussion with the employee and practice manager, as applicable. Employees are mandated to complete the training within 2 weeks from the assignment date.</p> <p>Employees on Talent Pool are eligible for Company-initiated relocation benefits as per the Relocation policy. Self-initiated relocation is not eligible for the relocation benefits.</p> <p>The terms and conditions of the Talent Pool policy for an employee currently on Talent Pool are reset as and when new ratings are announced in the annual performance management cycle along with project release rating. This implies that the duration and salary get reset upwards/downwards for the remaining period as soon as the rating is changed.</p> <p>65% of Latest Performance Appraisal Rating and 35% of Project based feedback (weighted average of last 3 project ratings) is considered to determine the Talent Pool duration.</p> <p>An employee on Talent Pool with average rating between 1 and 2 Employees will be given 3 suitable opportunities based on the open position available. (released to Talent Pool after exception approval from TFG Head) will have 30 days of ageing parameter on Talent Pool and will receive half pay from 31st day and No pay from 61st day, post which the Talent Pool sabbatical will follow for 6 months.</p> <p>An employee on Talent Pool with average rating of 3 as per above rating parameter will have 60 days of ageing parameter on Talent Pool and will receive half pay from 61st day and No pay from 91st day, post which the Talent Pool sabbatical will follow for 6 months.</p> <p>An employee on Talent Pool with average rating between 4 and 5 as per above rating parameter will have 90 days of ageing parameter on Talent Pool and will receive</p>
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					half pay from 91 st day and No pay from 151 st day, post which the Talent Pool sabbatical will follow for 6 months.
23	3.2	01-Feb-2019	Ankur S	Policy Description	During Talent pool period TFG will assign trainings in discussion with the employee and practice manager, as applicable.
					Employees are mandated to complete the training within 2 weeks from the assignment date. Employees will be given two such opportunities for training completion during the Talent Pool period. Failure to complete trainings/certifications for two consecutive times will not be eligible for further re-deployment and will be put on Talent Pool Sabbatical
24	3.3	03-Jun-19	Ankur S	Policy Description & Talent Pool Ageing Criteria	Change to bench ageing for Rating 3 in line with Notice period change. Multiple additional points added for Release Timeline in PRRISM/duration/Sabbatical end period call out
25	3.4	01-Jan-20	Bamini G	Talent Pool Ageing Criteria	Removed reference to PS and replaced with HCM
26	3.5	28-May-2020	Bamini G / Ankur S / Gokul S	Scope	Bench employees can go for company sabbatical post completion of bench sabbatical without exhausting their annual leaves. These leaves can be encashed during F&F
27	3.6	16-Jun-2020	Bamini / Ankur S / Gokul S	Scope	Freshers will be accepted on Talent Pool for "Complete account ramp down" or "exceptional scenarios" at the discretion of Talent Fulfilment Group (TFG) and Talent Pool Policy will be applicable when the freshers have completed 15 months from their Date of Joining (DOJ) with Mphasis
28	3.7	31-Jul-2020	Ankur S	Policy Description	Removed direct sabbatical & added "disciplinary action including termination of employment." Updated the clause form completion of assigned trainings during Talent Pool period
29	3.8	07-Aug-2020	Bamini / Ankur S/	Talent Pool Ageing Criteria	Rating linkage removed & talent pool ageing started from the time release is set as against the start of bench period previously
30	3.9	8-Nov-2020	Bamini G	Ageing for Expecting Women on the Talent Pool	Replaced References to Inqmi with relevant Share Point Online Policy Documents Navigation Path.

31	4.0	24-June-2022	Ankur S	Talent Pool Ageing criteria Ageing for Expecting Women on the Talent Pool	-Removed reference to pool/ proactive hires being given a time period of 90 days from the date of release to be allocated to a project by default and will receive half pay from 91st day and No pay from 121st day, post which the Talent Pool sabbatical will follow for 6 months. -Replaced reference to Appaccess with Unified access.
32	4.1	2-Mar-2023	Ankur S / Kishore GR	Policy Description Talent Pool Ageing Criteria	Key additions include – -Manager to inform employees on release to bench. -Added factors that shall amount to breach of the policies of the Company and misconduct warranting disciplinary action including termination of employment. -The point on Sabbatical leave edited to specify that the last working date will be considered as 180 days from Sabbatical start date, and the same shall be updated by the Talent Partner/Manager
33	4.2	4-Aug-2023	Ankur S	Scope Policy Description	Talent Pool Policy will be applicable for these freshers from 12 months from their Date of Joining (DOJ) with Mphasis Following clause amended to state – Employee rejects 2 suitable opportunities offered by the company based on the open positions available (Includes auto rejection/not responding to referrals)
34	4.3	14-June-2024	Santhosh R	Policy Description	Added the compliance note for input upload to the IPM.
35	4.4	30-Sep-2024	Bamini G	Ageing for Expecting Women on the Talent Pool	Replaced Unified Access with MphasisHub
36	4.5	01-Jan-2025	Santhosh R	Multiple	Policy reviewed and modifications made under Talent Pool Ageing, Talent Pool Sabbatical and guidelines around non-compliance to policy