

BOOMERANG – REHIRE POLICY

1. Objective

To provide a clear and consistent framework for rehiring former employees who have shown strong performance, positive conduct, and alignment with company values - enhancing talent retention, reducing hiring time, and supporting strategic workforce planning.

2. Scope

This policy applies to all former employees of Info Services who voluntarily resigned and are seeking re-employment within a defined period. It outlines the eligibility criteria, approval process, and onboarding procedures for rehires across all departments and business units. The policy ensures consistency, fairness, and alignment with organizational goals in the rehiring process.

3. Eligibility Criteria for Rehire

To ensure alignment with organizational standards and values, ex-employees must meet the following criteria to be considered for rehire:

- **Minimum Tenure:** Must have completed at least **one year of service** with Info Services.
- **Voluntary Separation:** Must have **resigned voluntarily** within the **last six months**.
- **Performance Standards:** Must have received a **performance rating of 3 or above** during their last appraisal cycle.
- **Behavioural Record:** Must have demonstrated **good behaviour, conduct, and character** during their previous tenure.

4. Rehire Process and Guidelines

- **Eligibility Tracking:** A list of eligible ex-employees is maintained based on the above criteria.
- **Interview Process:** All rehire candidates are required to undergo the **standard interview process** applicable to new hires.
- **Financial Clearance:** Any ex-employee with a **negative Full & Final (F&F) settlement balance** must clear the dues prior to rejoining.
- **Background Verification:** Rehires may be subject to
 - **Background verification** of their most recent employment.
 - **Database checks** as per company policy.
- **Approval Requirements:**
 - **Rehire clearance** must be obtained from the **Head of HR or the designated HR Business Partner (HR BP)**.

- For rehires within **12 months**, **CTC fitment approval** from the **Head of HR** is mandatory.
- **Compensation Guidelines:**
 - If rejoining within **6 months**, the employee will be offered the **same CTC** as their last drawn salary.
 - If rejoining within **12 months**, compensation will be determined based on **appraisal hikes and current market standards**.
- **Onboarding and Benefits:** Rehired employees will undergo the **standard onboarding process** and will be eligible for **regular employee benefits** as per company policy.