



October 19, 2022

Alyssa Francesca Ulat

**Private and Confidential**

**SUBJECT: NOTICE OF DISPLACEMENT**

Dear Ms. Ulat,

This is to inform about the outcome of the recent review of the operational and organizational requirements in one of the businesses/operations in Genpact.

As a result of the recent review, the Management is constrained to release you from your current businesses/operations. You are placed on a temporary floating status, effective **October 19, 2022** while the Company is searching for an available new work assignment for you.

You will remain an active employee of Genpact and will retain your employment status as well as tenure in the organization.

In the next 30 days, Genpact will be looking for placement opportunities in the various lines of businesses, which best fits your skill. During this period, you are required to make yourself available and to attend to interview schedules and other possible steps the Company is undertaking to provide you with employment. You will be paid accordingly (salary and corresponding pro-rated allowances). You will officially be engaged with the new business/department after being certified by training and after the usual transition.

If after **October 19, 2022+ 30 Calendar Days** you remain without an assignment, your remaining leave credits will be utilized. Post utilization of leave credits, the No Work No Pay (NWNP) period begins. As you will not be rendering productive/billable work, until appointed to a compensable role, you shall not be entitled to any payment of wages/salary and applicable allowances for a maximum period of 6 months. Likewise, no additional leave credits will be earned for said period. For other employee related benefits and reminders, please see annexure page.

During the No Work No Pay Status, Genpact continue to exhaust all placement opportunities in the various lines of businesses, which best fits and your skill across all sites. During this period, you are not expected to report for work unless called upon to attend the meet and greet scheduled by our Talent Match team. All instances when you are required to show up during the NWNP period will be paid the entire day salary.

As Genpact continues to work on meeting our commitment of finding new placements for you, we trust that you will also do your part by being open to available roles and doing your best during the meet and greet sessions. Do note that refusal/failure to attend scheduled interviews from the date of displacement until the No Work No Pay period may result in disciplinary action in accordance with policies.



Genpact continues to expect your full compliance with the company policies and processes. Do reach out to your supervisor or HR manager in case there are questions or concerns.

Yours sincerely,

**Emyrose Castillo Gatdula**

**Employee Relations Manager, HRBP**

Witnessed by:

Jennifer Arcinue

Signature over Printed Name

October 19, 2022

Date

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#### **ACKNOWLEDGEMENT**

I hereby acknowledge that the aforementioned has been fully discussed to me and that I fully understand the context of this memo.

ALYSSA FRANCESCA M. ULAT

Signature over Printed Name

October 19, 2022

Date

## ANNEXURE

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### Benefits

1. All government contributions (SSS, Pag-IBIG & PhilHealth) will be continued, and paid for by the company.
2. SSS and Pag-IBIG loans payments will be done over the counter by the employee during the No Work No Pay duration.
3. SSS and Pag-IBIG loans are subject to the government agencies' terms & conditions, such as deduction of the total balance of the loan from any benefit/s due to the employee upon separation.
4. The employee will be accountable for any penalties/interests incurred due to late or insufficient payment of amortization of any loans.
5. SSS Sickness and Maternity benefits will continue to be advanced by the company given that employee submits the complete requirements and accomplished forms.
6. HMO coverage of Band 5 employees with active dependents will continue until the end of the policy year. Once the employee's salary resumes, the per payout deduction will be immediately demandable from the employee.
7. Gold's Gym Membership of employees on NWNP status and their dependents will automatically be cancelled
9. Employee must surrender all company issued collaterals to his/her ERM (headset, laptop, corporate card, etc.).
10. Genpact Philippines' Leave Policy and Full & Final Pay Policy apply.

### Reminders

- A. You would need to follow a schedule of 1pm to 10pm Monday to Friday, except for Philippine Holiday. It's your responsibility to badge in/out in the Kronos for your supervisor/manager to monitor your attendance for the first 30 calendar days and during your M&Gs during your NWNP status.
- B. You would have to advise your immediate supervisor if you will be late/absent and would take vacation leave/sick leave during your first 30 calendar days.
- C. You are expected to be within the company premises during working hours in your first 30 calendar days.
- D. Always check your mobile phone for possible Meet & Greet Schedule. If you change your mobile number, please update your immediate supervisor and your respective Employee Relations Manager (ERM) at the soonest.
- E. Once you're placed to a new business, you would need to complete your Back-Ground Check (BGC) requirements within 30 calendar days.