

## **Job Rotation Policy**

HR-PO818, Ver. 1.5

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## 1. PURPOSE

To provide a framework and guidelines to facilitate rotation for associates based in India in line with career aspirations, enhancing associate development and building leadership bandwidth.

## 2. ACRONYMS

Term/ Acronym	Explanation
IBG/IBU	Integrated Business Group/Unit
CDG/CDU	Competency Development Group/Unit
CSG/CSU	Competency Solutions Group / Unit
TEC	Total Eligible Count
SO	Service Order
DNB	Designated Non Billable
RM	Reporting Manager
CPO	Chief People Officer
TMG	Talent Management Group
RMG	Resource Management Group

## 3. SCOPE

Only the following categories of Associates will be covered under these guidelines:

Revenue Enablers and DNB associates located offshore who have completed 18 months or more in the same IBU or account (within that IBU) within IT divisions will be considered as TEC

Identification of Retainable Headcount will be as below:

Ageing Bucket	Retainable Head Count
18+ Months	10% of TEC
30+ Months	No retention allowed

Associates up to sub-band P2 are covered under this policy

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

## 4. EXCEPTIONS

In critical circumstances, Associates categorized as “Not Available for Rotation” may be reallocated at the sole discretion of RMG Head, even if they don’t complete the 30 month period in the project

Associates in Bands E1 and above will not be covered under this policy.

Apart from the identified associates who are not available for Rotation, all other eligible associates will have to be mandatorily rotated based on their selection. The Project Manager/Program managers will have to release the associates as clearly laid out in the process below. No approvals will be sought

## 5. PROCESS

1. All approved SOs (confirmed, forecast and replacement) to be auto published as IJP.
2. Associates can view and apply for the IJPs published through My Beat Plus.

3. All associates will have access to all IJPs. But Work Flow will depend on the category of associate as summarized in the table below
4. Existing controls continue to apply. E.g. Associates can apply for position for their current band and one band higher.
5. If selected against any SO/requirement, associate will be locked against the same and cannot be proposed against any other requirement (If SO is closed or put to sleep, the lock is released).

Category	Approvals Required	Other Notes
On bench ( Available Across Organization)	No Approval required	<ul style="list-style-type: none"> <li>Immediate transfer upon selection.</li> </ul>
Currently Allocated but not eligible for rotation	Donor IBU Head Approval required to apply for IJP.	<ul style="list-style-type: none"> <li>Donor IBU approval will be valid for 30 days. If the same associate applies for another IJP within 30 days then no further approval required.</li> <li>Auto transfer after 30 days of selection.</li> <li>No further approval before transfer. But weekly intimations to both IBUs.</li> <li>Can be Overruled only by Corporate RMG with due approval of RMG Head/ CPO.</li> </ul>
Currently Allocated and eligible for rotation. 18 Months for Normal, 30 Months for Core	No Approval Required	<ul style="list-style-type: none"> <li>Auto transfer after 30 days of selection.</li> <li>No approval before transfer. But weekly intimations to be sent to Donor IBU Head</li> <li>Can be Overruled only by Corporate RMG with due approval of RMG Head/ CPO.</li> </ul>

6. Associates will not be able to apply for positions within the current project
7. Associates shortlisted will be evaluated similar to external hiring

Replacements for associates rotated is required to be managed by IBUs in line with the normal fulfillment process and the allocation of the rotated resource will not be held up on account of any delays in the same.

Associates are encouraged to utilize all available training and development initiatives to enhance their skills and competencies.

Every effort will be made to keep in mind associate aspirations and personal requirements in mind while deciding on the associate job rotation; however business exigencies will remain paramount.

## 6. ROLES AND RESPONSIBILITIES

Any exception to the above mentioned guidelines needs to be approved by CPO.

Who	What / When / How
IBU Head	<ul style="list-style-type: none"> <li>Identifies TEC</li> </ul>

Who	What / When / How
	<ul style="list-style-type: none"> <li>Replacement identification and release of associates within timelines</li> </ul>
<b>RMG</b>	<ul style="list-style-type: none"> <li>Ensure open positions are published</li> <li>Associates are evaluated per process</li> <li>Appropriate communications released to RMs, IBU Heads and associates</li> <li>Transfers effected if applicable between transferring and transferee units</li> <li>In critical circumstances, Associates categorized as "Not Available for Rotation" may be reallocated at the sole discretion even if they don't complete the 30 month period in the IBU/Account</li> <li>In all situations, Head RMG can allocate up to 5% of existing headcount of the account for seeding new opportunities. This is a monthly ceiling.</li> </ul>
<b>Business HR Representative</b>	Facilitate communication of guidelines within unit
<b>Associate</b>	Ensure profile is updated and shared within timelines

## 7. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I1.0	13-June-2014	Benefits Function Lead	Function Head	Global Head – People Policies & Practices	First Integrated Issue effective June 16th 2014
I1.1	17-June-2014	Benefits Function Lead	Function Head	Global Head – People Policies & Practices	Role replaced with Project in clause 4 and deleted the self-assessment in project closure appraisals in clause 6
I1.2	31-July - 2015	Benefits Function Lead	Function Head	Global Head – People Policies & Practices	Eligibility criteria updated in clause 3 & 4
I1.3	14-Sept - 2015	Benefits Function Lead	Function Head	Global Head – People Policies & Practices	Document Formatting
I1.4	02-March - 2017	Benefits Function Lead	Function Head	Global Head – People Policies & Practices	Updated Scope (Section 3)

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I1.5	09- January- 2018	Benefits Function Lead	Function Head	Global Head – People Policies & Practices, Head- RMG	Updated Scope and Process