



HEXAGON

Job Rotation Policy

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1. Introduction

The purpose of the policy is to establish a framework for job rotation across the divisions within HCCI to enhance career development for employees.

2. Scope & Eligibility

- ❖ All full-time employees having a tenure of 3 years of service at HCCI are eligible to apply for any internally published vacancy.
- ❖ For employees who have a tenure of more than 3 years with HCCI, they should have a minimum of 2 years in a work area with the current division. This minimum criterion of “number of years in a work area” will be relaxed by 6 months in case the last transfer to the existing work area/ division was initiated by the organization.
- ❖ Employees who are going through a Performance Improvement Plan (PIP) are not eligible to apply.

3. Procedure

3.1 Hiring Process

- ❖ The Talent Acquisition (TA) team will post the Internal Job vacancies through the internal career page.
- ❖ Individuals will apply for relevant vacancies through the internal career page only.
- ❖ While opting for job rotation, employees should see the next job as a career development opportunity for themselves.
- ❖ The TA team can look at the eligibility criteria and forward the application accordingly to the Hiring Manager.
- ❖ The Hiring Manager from the respective division of the job posting will review the job applications.
- ❖ The Hiring Manager will then conduct interviews for shortlisted candidates, as per the fitment to the role. The TA team will inform the candidates in case their application is not deemed the right fit for the vacancy.
- ❖ The Hiring Manager will confirm the final selection of the candidates to the TA team.
- ❖ The TA Team will pass on the feedback to the candidate irrespective of the outcome of the interview.

3.2 Approval Process

- ❖ Post confirmation of selection for the new assignment, the current manager may decline the movement proposal if the work area has lost 10% or more strength due to similar movements in the last 12 months of the offer date.
- ❖ If that's not the case, the current manager may discuss the possible upcoming opportunities with the employee, within the existing team. In that case, the employee will have to make the final decision within a maximum of fourteen (14) calendar days of the offer date after which TA Team will inform the final confirmation/ declining of the movement to the hiring manager.

3.3 Movement and other points

- ❖ Proper knowledge transfer by the employee to the existing team members prior to the movement is mandatory. Relieving tenure for the movement of the employee will be a maximum of 90 days from the day the final decision is taken.
- ❖ Promotion and any Project-based incentives will not be applicable for the transferred employee for the first 6 months from the date of joining the new division/project.

4. Policy Administration & Exceptions

The Human Resources Department shall be the responsible and final arbiter for administering this policy. HCCI Management reserves the right to accept or decline a particular application subject to overall business requirements.

5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	12- Sep	Updating to new format	Manoj Patloori	Nousheen Khan