

Bench Policy

Document Ver. 1.0 / 01-Jul-2023

Record of Release:

| Ver No. | Created / Modified By | Reviewed By | Authorized By | Release Date | Modification Done |
|----------------|--|---|-------------------------------------|---------------------|---|
| 1.0 | Venkateswaran Ramaseshan Lakshmi Chavali | Deepak Tirumalai Shalini Macaden Biji Wilson | Rajeev Jain Manoj Shikarkhane | 01-Jul-2023 | This document has been created in pursuant to LTI & Mindtree merger. This document has been derived from existing LTI – Pool Enablement Policy - version no 2.0 dated 1 st April 2022 and Mindtree Bench Policy dated 26th April, 2022 |

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1. Introduction

A robust and productive bench is expected to ensure a sustained talent pipeline and support business growth. The bench refers to employees who are not assigned to any billable assignment. These employees are part of the LTIMindtree bench pool and may have varying skill sets and expertise.

Employees on bench are expected to actively pursue opportunities within the organization and get allocated to a project at the earliest possible fitment thereby keeping their unbilled days to the minimum. They are expected to acquaint themselves with available opportunities and leverage available internal resources and the support system to enable an early fitment to these opportunities.

2. Purpose

The intent of this policy is to identify and establish clear guidelines for LTIMindtree employees on bench.

3. Effective Date

This policy is effective 01 July 2023

4. Scope

This policy is applicable only for employees in India.

5. Authority and Approval

Vertical Head /Service Line Head are authorized for actions and resolutions.

6. Policy and Procedure guidelines

The Workforce Management (WFM) team will identify billable opportunities for employees on bench. During the bench period, it is important for employees on bench to work closely with the WFM, Bench Manager and their Practice Manager on reskilling opportunities and take required efforts to acquire or sharpen their skills and capabilities and get allocated to suitable projects at the earliest possible opportunity.

- For all employees who are not allocated to any billable assignments, the permitted Bench Tenure / Ageing threshold is 60 calendar days.
- For employees who have joined as laterals, the bench tenure/ ageing threshold is not applicable for up to 120 calendar days from their Date of Joining (DOJ), post which 60 days ageing threshold will be applicable.

- For employees who have joined as trainees, the bench tenure/ ageing threshold is not applicable for up to 10 calendar months from their DOJ, post which 60 days as per bench policy will be applicable.
- Approved earned leaves are not exempted from Bench tenure/ageing calculations.
- Long leaves (Maternity Leave, Medical etc) are exempted from Bench tenure/ageing calculations.
- Upon reaching the bench ageing threshold, the People Partner will initiate the release process and convey the last working day to the employee.

Important notes:

- LTIMindtree employees on the bench are required to continuously monitor their company emails and make themselves available for discussions and interviews as required and expected.
- Employees' proactive participation in the search for a new assignment should be taken with the utmost importance.
- Policies such as the Bench policy are constantly under review. It is the responsibility of every employee on bench to be updated on the communication shared by the organization on policies.
- It is also the duty of the employee to make the bench tenure productive with the support of designated Bench manager ("Bench Manager").

Definition of Opportunities:

| Sl. No. | Scenario | Considerations for opportunities presented and lost (Yes/No) | Remarks |
|---------|--|--|---|
| 1 | Declined by PM/DM before interviews (profile/resume rejection) | No | |
| 2 | Declined by PM/DM after interviews, for skill mismatch | No | LTIMindtree employee is being evaluated on skills he does not possess |
| 3 | Declined by PM/DM after interviews, for any reason other than skill mismatch | Yes | |
| 4 | Declined by candidate for Inter-City Relocation | Yes | |
| 5 | Declined by candidate for Intra-City Relocation | Yes | |
| 6 | Declined by candidate for work shift-timings | Yes | Maximum of 1 strike is allowed under this category |
| 7 | Declined by candidate for non- | Yes | |

| | | | |
|----|---|-----|---|
| | relocation & non-shift reasons | | |
| 8 | Candidate not appearing for client interview | Yes | |
| 9 | Declined by client before interviews (profile/resume rejection) | No | |
| 10 | Declined by client after interviews, for skill mismatch | No | Client has evaluated LTIMindtree employee on skills he does not possess |
| 11 | Declined by client after interviews, for any reason other than skill mismatch | Yes | Includes candidates rejected for lack of proficiency |

Note: The People Partner, WFM Partner and Bench Manager will evaluate and discuss opportunities presented and lost (if any) for course corrections or for taking appropriate actions as may be required.

7. Exception Approval

Any exception to this policy shall be approved by COO or his designates. Exception approval should be routed through HR People Partners.

8. Management Discretion

Management reserves the right to revise, amend or modify this policy at any time and in any manner without notice.

9. Definitions

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|--------------------|---|
| People Partner | HR Partners for the Business Unit |
| WFM | Workforce Management |
| Bench Ageing | Duration during which the employee is not allocated and billed in any project. |
| Billable employees | Employees hired for Business Units (Service Lines and Delivery Units). |
| Bench | Employees tagged under Account Pool / Vertical or Delivery Unit Pool or Service Line Pool |
| PM | Project Manager |
| DM | Delivery Manager |
| Bench Manager | Immediate reporting manager while on bench |
| DOJ | Date of Joining |