

EMPLOYEE BENCH POLICY

VERSION 1.0

RELEASED ON

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Contents

1. PURPOSE	4
2. ELIGIBILITY	4
3. MAXIMUM TIMEFRAME.....	4
4. BENCH PROCEDURE	4
5. SKILLS UPGRADATION.....	5

1. PURPOSE

- 1.1. This policy is applicable for the employees who are released from their current projects and not been assigned to any Projects.
- 1.2. Intent of the policy is to make employees enable or reskilled for the next or future technologies/assignments available in the organisation.
- 1.3. It is to create a pool of talent who are available to be deployed on any new assignment or project or when a key job goes vacant.
- 1.4. To ensure continuity of business and a readily available talent pool to take on new projects, available vacant jobs.

2. ELIGIBILITY

- 2.1. The policy is applicable to all the employees of the company (In2IT technologies)/ subsidiary regardless of the work location.

3. MAXIMUM TIMEFRAME

- 3.1. The maximum time frame of Bench will be One Month.

4. BENCH PROCEDURE

- 4.1. The RM/Business head will inform the HR department formally with the complete justification and necessary attachments (if required).
- 4.2. HR partner to set up a joint call between the employee and the RM/Business head.
- 4.3. The RM/Business head will share the information with the employee and details regarding the necessary questions asked by the employee.
- 4.4. HR partner will explain the Bench policy in detail to the RM/business head and employee.
- 4.5. Post the discussion, HR will share the Redeployment email with the employee, and once the employee shares acceptance over email then the necessary details of the employee will be shared with respective teams (RMG)
- 4.6. The RMG team will align the interviews with the respective project head where the opportunities are available.
- 4.7. The decision of the interview will be shared with the employee as well as the HR partner basis which the HR partner will share the Selection/Rejection email to the employee.
- 4.8. The opportunities will be provided to the employee as per the availability of work till the last date of the bench period (Four Weeks) and in case there is no fitment then as per the bench policy we will be proceeding with the separation with immediate effect. There will be no notice period to be served.
- 4.9. Salary will be processed for his/her period on bench for one month only.
- 4.10. In case, the employee on the bench wishes to exit before the last date of the bench period then their notice period will be waived off (No leave encashment will be paid for such cases) and the exit process will be followed.

4.11. During Bench Period Attendance of EE is 100% mandatory, no Annual leaves will be allowed during this period apart from Sick leave with valid supporting.

4.12. Please note that the bench exit will not impact the re-hire process.

5. SKILLS UPGRADATION

5.1. HR partner and Project head will take a joint assessment and decision to make it happen for employee.

5.2. Subject to Project Head's approval, Training and upskilling plan will be finalized by HR partner for the EE.

5.3. EE has to complete the Upgradation assessment within 4 weeks to be compliant on the Bench policy requirements or else it will be moved for separation.

The company reserves the right to alter or withdraw this policy either in part or in full based on management's discretion.

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