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| **Document ID :** **MNGPPL/HR/TMPL/8040** | **Bench Policy Declaration Template** | **Document Type: Template** |

**INFOSYS BPO LIMITED**

**Bench Policy Declaration Template**

**Name of the employee: Ravinder Reddy K**

**Employee ID: 966910**

**Job Sub Level: JL3**

**Previous Process: Telstra**

* **BPHR**
* **Manager**

**Date of release from process: 01/10/2018**

**Date of meeting: 01/10/2018**

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| **Declaration :** |
| * While on bench, I will not be eligible for shift allowance, voice allowance or production allowance. * I will follow the General Shift and will report for my attendance on all working days, until I am deployed in any specific engagement. * I have understood that I will be given 3 attempts for interviews/client assessments (including IJPs) (each such attempt known as “Opportunity”) to be deployed onto any specific engagement. These Opportunities shall be based on availability of openings and business feasibility. * I acknowledge that my deployment in any specific engagement may entail changes in location of posting, department, shift and domain. * If I decline any Opportunity, then I will have to sign an Opportunity Denied Form and for the purpose of the Bench Policy, it will be considered as loss of one Opportunity. * If I reject an Opportunity after selection, the organization reserves the right not to offer me any further Opportunities for deployment or in its discretion may consider it as loss of one Opportunity for purpose of implementation of the Bench Policy. * If I fail process training / client certification consecutively for the second time, I acknowledge that the Company may separate me from my employment without providing any new Opportunity. * I acknowledge that the Organization has the right to terminate my employment if I am unable to qualify any of the three Opportunities offered to be for deployment or in case of expiry of forty five (45) days from the date on which I am deployed on the Bench. * I understand and agree that while I can avail leaves with the prior approval of my manager, the number of days that I am on leave will be taken into account for calculating the 45-day deployment window in accordance with the Bench Policy |
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| .**BPHR SPOC and Contact** | | | | | | | | | | |
| **1] BPHR Contact : 2] Bench SPOC Contact:** | | | | | | | | | | |
| **Name : Roshmi Roy Name : Mamatha Chinthakindi** | | | | | | | | | | |
| **Emp Id : 850643 Emp Id : 984675** | | | | | | | | | | |
| **Signature: Signature:** | | | | | | | | | | |
| This document is a confirmation of my cognizance and acceptance of the Bench Policy procedures.  **Employee** **Signature : Employee Signature :**  **Employee** **ID : Employee ID :** | | | | | | | | | | |
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| **Revision History** |  |  |  | | |  | | |
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| **Ver. Rev** | **Date** | **Author** | **Approved By** | | | **Description** | | |
| 1.0 | Jan - 11 | Vaishali Taunk | Raghavendra K | | | Baseline Version | | |
| 2.0 | June - 11 | Priya HaraGopal, Vaishali Taunk | Verbiage Review By : Bibhudutta Pani | | | Change in verbiage as per legal.  Clauses removed :  - Shift timings  -Interests and aspirations  -Leave approach  Clauses added:  -Flexibility to shifts, relocation. | | |
| 2.1 | July-2015 | Priya Haragopal,  Shrinivas Pai | Verbiage Review By : Sujesh Somanathan | | | Clarification on leaves taken while on bench | | |