

Policy

Promotion Policy

Human Resources

Version Control

Version	Date	Author	Reviewer	Approver	Document Changes
1.0	1 August 2024	Sreehari R	Rekha Rajashekaran Nair	Rekha Rajashekaran Nair	Initial document

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1. Objective:

The objective of the promotion policy is to recognize and reward employees for their contributions and to facilitate career growth within the organization. This policy aims to ensure that promotions are based on merit, performance, and potential, fostering a culture of fairness, transparency, and equal opportunity.

This policy will ensure that employees supported by a structured, transparent, and performance-based advancement process that facilitates fast track career progressions.

2. Scope of coverage:

This policy applies to all full-time employees of Tredence Inc. and/or any of its other existing subsidiaries.

3. Frequency:

Promotion requirements will be reviewed regularly, providing continuous opportunities for employees to advance in alignment with organizational growth and business needs.

Current Level	Promotion Cycle
L1 and L2	Quarterly promotion cycle
L3 and above	Bi-annual promotion cycle

4. Framework

The employee promotion framework encompasses three key factors:

1. **Eligibility** based on consistent performance, learning outcomes achieved, and recommended tenure/ dwell time in a particular role.
2. **Potential:** Assessing employee potential for promotion involves evaluating their capacity and capability to assume higher-level responsibilities within the organization. It focuses on identifying individuals who demonstrate the ability and promise to excel in higher and more challenging roles based on their skills, achievements, and growth trajectory.
3. **Role:** Evaluation of the employee's readiness for higher-level roles must align with the availability and affordability of roles at the organizational level at the time of the promotion cycle.

5. Process

- 1) Manager identifies employees who are eligible for promotion in consultation with HR & Vertical/Practice/Function head.
- 2) Basis the performance & readiness, manager recommends/nominates the employee for promotion.

- 3) Recommended list of promotions will be validated by the Business heads in collaboration with other leaders & HR.
- 4) Promotions will be calibrated against the affordability and available roles in the respective performance cycle.
- 5) For promotions into L6/Director level will have additional Panel Assessments step in the promotion process
- 6) All promotions will be communicated after the final approvals are in place.

6. Applicability

This policy is effective from 01 August 2024.

7. Policy Updates:

- Ownership of this policy lies with the HR department.
- The policy shall be periodically reviewed and updated by HR to align with business needs and industry standards.
- Any updates to the policy shall be communicated promptly to all eligible employees.