

Internal Job Posting Policy

V 1.6

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Policy Name	Internal Job Rotation
Version No	1.6
Owner	IJP Head
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Feb 20, 2020	Prepared by	India IJP Team (Meena V)
Feb 20, 2020	Reviewed by	India Legal Team (Bharat Mehta & Archana Gupta)
Feb 20, 2020	Approved By	India HR Head (Pallavi Tyagi)



I. Distribution List

Issued to all employees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as “Capgemini” solely for the purposes of this document).

II. Version History

Version	Date	Description
1.1	Sep 17, 2013	Release of the document
1.2	Aug 18, 2015	Updated operating business guidelines
1.3	Nov 24, 2016	Review and harmonization of policy across BUs in Capgemini
1.4	Aug 21, 2018	Updated Policy guidelines
1.5	May 7, 2019	Updated job posting guidelines
1.6	Feb 20, 2020	Changes in Eligibility Criteria

III. Effective date

This revised policy shall be effective from April 14th, 2020.

IV. Introduction

Capgemini recognizes the distinct advantage of providing employees with an opportunity for role enrichment through job rotation within the organization which is in line with their aspiration and organizational growth.

V. Objective

Internal Job Posting (IJP) is an initiative to enable employees and invite applications to open positions within Capgemini (across BU, roles, domains, technologies and locations).

The objective of the IJP policy is to ensure:

- Employee Retention
- Demand Fulfilment

VI. Scope

The Policy is applicable to all employees of Capgemini who fall within Grades A, B, C, D and E or such equivalent grades as presently in existence in Capgemini.

VII. Abbreviations used

BU	Business Unit
IJP	Internal Job Posting
PIP	Performance Improvement Plan
RMG (Staffing Partner)	Resource Management Group
SO	Service Order



VIII. Operating/ Business Guidelines

Eligibility Criteria for applying for an IJP

1. Employees should have completed a minimum of 18 continuous months (it excludes career break, maternity break and other approved leave) in the account and role/ grade they are currently working on.
2. Employees who are not meeting the aforesaid eligibility criterion may get an exception to apply for IJP roles provided they have approvals from their current BU Head and BU RMG with adequate reason for release.
3. This eligibility ceiling of 18 months does not apply to employees on bench
4. Employees may apply for IJP at same grade or up to two grades above. For the avoidance of doubt, there will not be any change in the existing grade and compensation on account of being chosen/ selected for the applied IJP of a higher grade.
5. Employees on PIP are required to successfully complete the same before applying for IJP

Position Availability and Application

The appended criteria will have to be followed for releasing IJP:

1. Mandatory to define minimum grade and role for each position while raising SO.
2. All jobs being advertised to the external market to also be posted on our IJP portal with few exceptions
3. Employees interested in applying can view jobs in MyMobility portal.
4. An employee can apply for more than one IJP if he/she meets the job description of the posted positions. In case IJP applicant is selected for multiple IJPs, it is mandated that the applicant must necessarily accept the first IJP he/ she was selected for and notified

Screening and Selection

1. Employee's BU RMG to validate the application.
2. The decision to select or reject an employee for a position lies with the requestor who initiated the position.
3. This IJP process does not require any approval or sign-off from existing People Manager/Supervisor (N+1)
4. Existing People Manager (N+1) to get intimation on the application through a system generated email only after the profile gets accepted by Hiring BU for further discussion with the applicant.
5. Employee cannot refuse to take up the position after he/she has been selected through IJP, such refusal shall be considered as violation of this Policy and the Company shall initiate appropriate action accordance with the prevailing Company policy.
6. Employee should complete his / her performance discussions with their current People Manager (N+1) in Performance Management System for the current role prior to starting the new role.
7. An IJP applicant selected for an open IJP position is expected to be released by the existing People Manager(N+1) within a period of 45 days (maximum) from the date of selection.
8. Customer contracts needing longer time frame than 45 days will have precedence; however, existing People Manager (N+1) to make best effort to release the employee at the earliest.
9. In exceptional business critical situations if transfer is not possible, the existing People Manager (N+1) should seek approval from applicant's BU Head and BUHR Head within 7 working days of the existing People Manager (N+1) receiving email intimation of the application.



Movement in new role

1. The existing People Manager/Supervisor (N+1) should work out a transition plan to release the employee within 45 days
2. The selected IJP applicant is expected to assume responsibility in the new role at current grade, on or before 45 days from the date of selection.
3. The releasing Manager will provide a performance rating before the employee transitions to the new role.

IX. Escalation Matrix

Any escalation shall be routed in accordance with the below table:

Appeal Level	Title	Contact Person	Email ID
First Level	IJP Lead	Rushilla Laishram	rushilla.laishram@capgemini.com
Second Level	IJP Head	Sridhar Nagarajan	sridhar.nagarajan@capgemini.com
Appeal Level	Title	Contact Person	Email ID
First Level	IJP Head	Meena V	meena.a.v@capgemini.com
Second Level	IJP Head	Soman Roy	soman.roy@capgemini.com

X. Management Rights

Capgemini reserves the right to amend this policy from time to time, without prior notice. Any exception / waiver to this policy shall require prior written approval of CHRO or CMRG Head or COO and Head of Legal.