**Mobility Policy**

**Objective:**

Provide a defined process for cross-functional / department moves

Provide an opportunity for internal talent to take up challenging roles

Retain capable talent.

Increase job satisfaction & development by broadening career paths.

**Scope:**

All Middle & Junior Management level employees across all locations in the company.

**Process:**

All openings are advertised internally through e-mail from Corporate HR

along with the Job description. Employees can apply directly to the same e-mail id

for 10 days. Short listing of applications based on profile match is done,

followed by interview with the candidates along with the Business Head

and HR Manager. Selected candidates are informed along with all

concerned and the date of transfer is finalized which is usually after 90 days of the date of selection.

Result:

Over 1000 employees have benefitted from this initiative