

# Internal Job Posting (IJP) Policy



## Purpose

To empower employees to take ownership of their career and advance it within the organization.



## Scope and Eligibility

This Policy applies to all employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies.

Applicant Criteria	Grade 10 & Above	Grade 9	Grade 1 to 8	Kitchen Operations Grade 1 to 3
Tenure in the current grade	Talent led & continuous. (Refer to the continuous promotion policy)	Talent led and Promos likely to be discussed in April / Oct cycles.	12 months	6 months

- Minimum tenure is not defined for talent led promotions at Grade 9 & above
- Above mentioned tenure is also applicable for performance cycle linked promotions.
- Employees can apply for the role one month prior to completion of the required tenure. However, movement to the new role will be post-completion of the existing role tenure or the required transition period, whichever is later. Example: Grade 7 employee, can apply for IJP upon spending 11 months in the current role, but will be eligible to move only post completion of 12 months or agreed on transition date if that comes later.
- Tenure norms may be relaxed for the below criteria :
  - ✓ If the role is linked to timeline-based projects or time-bound activities
  - ✓ If the role is made redundant for business reasons
  - ✓ Prior to becoming FTE, if the individual is associated with the organization in the capacity of Consultant / FTC / Offroll for atleast 6 or more months
  - ✓ If talent needs to be moved to set up teams for a new business or acquired entities
- The tenure exception needs to be aligned by HRBP and approved by the Head of HR.
- The IJP selection process will be followed in all the above cases post-taking tenure exception.

Performance Rating	<ul style="list-style-type: none"> <li>• Employees should have gone through a minimum of one Performance appraisal cycle (Annual/Mid-year appraisal)</li> <li>• Latest appraisal rating before application should be Meets Expectation &amp; above.</li> </ul>
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Which Grade to apply for?	<ul style="list-style-type: none"> <li>• Employees can apply to same grade, higher grade, or lower grade roles.</li> <li>• Employees can apply for a role that is two grades higher if the preceding rating cycle is EE or OP. The panel will assess the eligibility criteria of the applicants and assess the eligible candidates. Panel will include functional leader ( at Grade 12 &amp; Above). Post selection, the approval for hiring should be taken from Head of HR before communicating to the candidate.</li> </ul>
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## Privilege

- The employee need not seek the present Manager's approval if they fulfill the above criteria until selection confirmation.

## Selection Process

- All selected candidates will have a full panel interview. Panel will be decided by the Hiring Manager and process will be facilitated by HRBP & TA team.

## Compensation

- Compensation is linked to the Job role. Not all IJPs will reflect a change in compensation.
- Lateral moves within the same grade and similar job roles may see a compensation increase based on employee's rating, tenure and market ranges for the new role.
- Movements from lower grade to higher grade will be considered as a 'Promotion' and may be eligible for promotion hike, corrections based on rating, tenure and market ranges for the role effective the month of promotion.

## Exclusions

- Employees who do not meet the minimum performance criteria of ME (Meet Expectation)
- Employees under any investigation for disciplinary issues during the time of application.
- Individuals associated as Temporary or vendor contract employees including interns.
- Employees on notice period. In case an employee on notice wishes to apply for IJP they are required to withdraw their resignation, resume current role, and apply for IJP as per guidelines

## Application Process

- All Roles are posted on ATS/MNH via the IJP mailer exclusively for internal employees on a weekly basis.
- Role postings will be open for application for a period of 7 working days.
- For all shortlisted employees, the Line Manager / Reporting Manager (RM) & respective HRBP will be informed through emails on the application by the respective recruiter.
- Employees are encouraged to seek more information from the respective recruiter or hiring manager to know more about the position, before formally applying for the role.
- At any given time, an employee can have up to three live internal job applications.
- Employees who may need to relocate for the IJP job applied, can avail for relocation benefit as per Relocation policy.

## Selection Process

Employee to upload profile on job posting via the IJP link.

TA team shares eligible profiles with the Hiring Manager, for shortlisting candidates.

Shortlisted applicants will go through the interview process.  
*(Panel will be set up by the TA team & hiring Manager)*

Non selected employee will also be intimated along with reason for no-hire by the TA team

Final selection will be communicated by the TA team to the applicant, outgoing & incoming managers, and HRBP within one week of the interview process

Debrief where applicable will be scheduled and an appropriate hiring decision will be made.

Selected applicants must confirm acceptance of the role within **3 working days** from the date on which they were notified.

The recruiter will connect with the new manager, current manager & HRBP to discuss the transition dates and plan, after receiving the employee's acceptance.

Existing HRBP will raise the IJP transfer form & the employee will receive a role change letter with a start date, within a week of accepting offer for existing HRBP

*IJP policy is to nurture employee careers within the organization with to drive overall business growth. Hence Employees and Line Managers are requested to leverage the policy in this spirit.*

## Transition Process and Timeline

- The required transition period of transferring will be subject to agreement between the current manager and the hiring manager using the below guideline:

Employee's Current Grade	Transition Time
Grade 10 and above	Up to 90 days
Grade 6 to Grade 9	Up to 60 days
Grade 1 to Grade 5	Up to 30 days

- Any exception needs to be mutually agreed upon to take the larger business into context within 3 working days post-selection through a discussion between current & new manager.
- If the shortlisted applicant after accepting the role chooses to withdraw, they will need approval from the Functional head. In which case, the employee may or may not be able to move back to their previous role depending on the role availability.