Career Management Guidelines

Objective

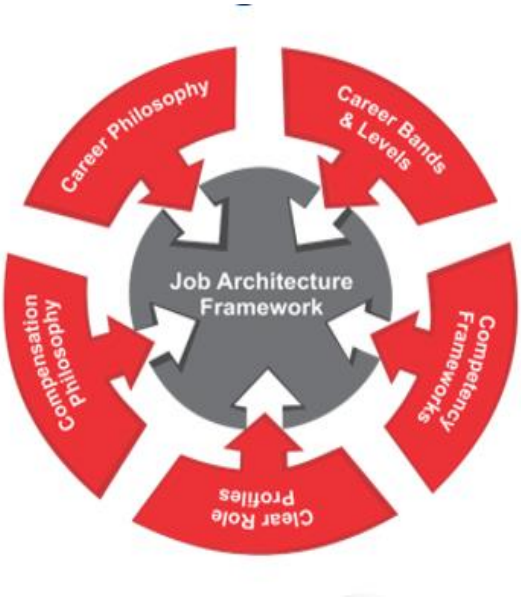
Aragen is committed to continuous professional development of its employees. These guidelines aim to support employees in achieving their career goals while aligning their development with the organization's goal.

Scope

The scope of the policy extends to all employees of Aragen Life Sciences

Career management framework

Global job architecture framework is the basis for recruitment, compensation and benefits, training and development, performance management and for career planning and progression at Aragen basis which we define various dimensions of career.



1. **Career Philosophy:**

At Aragen, our commitment to our employees is embodied in our career philosophy: **"We Invest. We Learn. We Grow."** We take pride in our work, thrive on teamwork, and view every experience as an opportunity to learn and improve. This promise is upheld through our policies and diverse programs, which foster a highly engaged workforce and have earned us a range of industry accolades.

2. Career Bands & Levels:

Based on our GJA (Global job architecture) we arrived at bands and levels for all the scientific and functional teams. At each band, both technical/ functional competencies along with proficiency levels are defined

For the scientific professionals, we have a Y ladder career path option, where they get a choice to choose either managerial or core scientific career path based on their interest and expertise before they get into the next band after professional band. Scientific ladder is termed as S-Band and Managerial path is termed as M-Band.

3. Compensation Philosophy:

Our compensation Philosophy ensures that all employees receive equal remuneration based on merit, experience and qualifications, without any discrimination and we follow a total rewards philosophy.

4. Competency Framework:

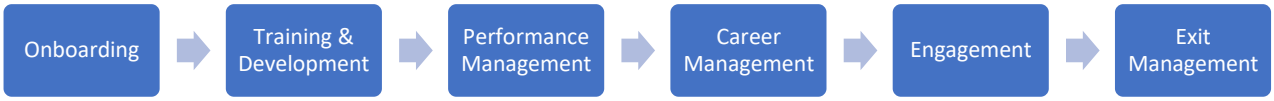
The detailed scientific and behavioral competency framework outlines the knowledge, skills, and behaviors needed for each role. Employees are supported to improve their proficiency levels in each of these competencies through various interventions designed to upskill them and help them better prepare for their current and future roles.

***5.* Clear Role Profile:**

Each role within the organization has a clearly defined profile, required competencies and qualifications. They also carry current role's expectations and help them identify the competencies and skills needed for advancement to higher-level roles. All role profiles are published on our intranet for easy reference.

6. Career Development Journey:

We partner with employees throughout their journey at Aragen, to ensure they receive the required support to advance their careers.



A. Onboarding:

- Career Management at Aragen starts at the time of onboarding by providing new hires with a comprehensive orientation program to familiarize them with company culture, core values, policies and their roles.
- Provide an orientation on competency framework of the organization and career management at Aragen.
- Role specific training is offered to equip employees with the necessary skills and knowledge as applicable.

B. Training and Development

- Training Need Identification exercise to be conducted basis the data, partnering with HR leads and consulting with business.
- Provide continuous learning opportunities through internal band-wise training sessions, workshops, knowledge sharing forums, online courses and encourage them to attend relevant seminars, conferences and professional certifications.
- Customized training programs are offered based on the training requirements to meet the business requirements.
- Identify high-potential employees and offer leadership training programs to prepare them for future roles.

C. Performance Management

i. Goal Setting

- Collaborate with employees to set clear, achievable performance goals.
- Conduct periodic performance reviews and provide constructive feedback to help employees improve and grow.
- There are two performance reviews during a year, one, mid-term review, more for review of KRAs achieved till mid-year and an annual review.

- These two reviews enable us to arrive at informed decisions about promotions, raises and any other relevant rewards.
- Performance appraisal happens in 3 stages: self-appraisal, appraisal by the manager and appraisal by the manager's manager. A five-point rating scale will be used to evaluate and rate.
- Goal setting for the next financial year is firmed up with the team during the appraisal process.
- Development goals of team members are arrived at in line with their career aspirations along with annual training needs.

ii. Promotions

- The potential of the employee is assessed and recommended for the next level of management.
- For senior positions, the promotions are decided basis the promotion panel constituted to screen the nominee's competencies to be promoted.

iii. Performance Improvement Plan:

- PIP is a mechanism to improve the performance of the employees who are not meeting deliverables / demonstrating low performance consistently.
- The organization provides all the support and opportunity to the employees to perform during the year. In the appraisal process, if the performance is of lowest ranking, then the company will provide them with an opportunity to work on their gaps and improve their performance to a desired level, through a PIP, with a structured process.

D. Career Planning

i. Career Development

- Help employees pursue potential career paths (dual career path for scientists) within the organization and the requirements of advancements.
- Provide clear career growth opportunities to retain top talent.
- Help employees to create personalized development plans that align with their career goals and organizational needs.
- Encourage employees to find internal coaches and mentors to provide guidance, support and career advice.

ii. Building internal talent pipeline

- Identify critical roles within the organization that require succession planning.
- Identify and develop talent to fill these key roles in the future.
- Encourage lateral moves and cross-functional assignments to provide experience and readiness for leadership roles.

iii. Career transitions

- Support employees during career transitions, such as role changes, promotions or relocations, through training and mentorship as appropriate.

E. Engagement

- Implement initiatives to boost employee engagement such as rewards and recognition programs, team building activities and by maintaining open communications and inclusivity.
- Promote work-life balance through flex timings and wellness programs.

F. Exit Management

- Conduct exit interviews to understand the reasons for employee departures and gather feedback for improvement.
- Ensure transfer of critical knowledge from exiting employees to the resources hired in their place through mentoring, documentation and training.
- Manage offboarding completing all exit formalities.
- Maintain relationships with former employees through alumni networks, leveraging them as brand ambassadors or future rehires.
- In case if company cannot provide employment to its employees due to reasons beyond their control and declares layoff, the compensation shall be paid as per Industrial Disputes ACT.
- In the event that any unit or division of organization is shut down, all actions taken during the process comply with applicable labor laws, regulations, and contractual obligations. The process is implemented in a fair and respectful manner.

Power to amend

The management may at its discretion amend or withdraw any or all of the above provisions of this policy at any time with/without notice. The utility and the interpretation of the policy will be at the solediscretion of the management.

Policy Tracker

Original	1st Amendment	2nd Amendment	3rd Amendment
24th July 2024			