Internal Mobility Policy

Objective

- To institutionalize an internal mobility model for employees.
- To provide career opportunities within the Organization that match employees' skills sets and aspirations.

Scope

The scope of the policy extends to the full time employees of Aragen Life Sciences.

Eligibility

- The applicability is for all the employees who have completed a minimum of two years in their current position.
- The Employee should meet the requisites for the position applied and have a performance rating of Met Expectations (ME) and above.

Process

Internal Job Posting

- The TA team publishes the positions earmarked for internal mobility through email or career page.
- Each position will have a requisition number for effective tracking

Job Application and Evaluation

- Interested employee can apply to the job through an email, mentioning the specified RFR No. However, they should check whether they would suit the requirements of the job before applying.
- Employees must take the approval of their immediate manager prior to applying for the job
- All applications are evaluated by the TA team, and the shortlisted candidates are put through a selection process.
- Based on the evaluation, the selected candidate is notified upon selection.

Post Selection

- The selected employees are issued internal mobility letter, mentioning the designation/ level/ department of the new role.
- Employee moving from one location to the other are covered under the Transfer Policy for matters related to relocation.
- The selected employee and the current manager mutually agree upon the relieving date, which could range between 4-8 weeks from the date receipt of internal mobility letter.

- Any employee who was unable to clear the selection process can re-apply for the same position only after one year from the date of last internal mobility evaluation.
- Any exception in the internal mobility process requires approval from Head of Human Resources.

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 sole discretion of the management.

Policy Tracker

Original	1st Amendment	2nd Amendment	3rd Amendment
1st Oct, 2007	31st Aug, 2017	29th May, 2018	25th June, 2021