

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

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Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-1221016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

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Internal Job Posting

Scope

The Policy is applicable to all employees of Morepen Laboratories Ltd.

Objectives

Morepen Laboratories Ltd. is dedicated to assisting employees to achieve their professional goals and career aspirations through internal opportunities in a fair & transparent manner. This policy enables all employees of Morepen Labs to apply for open job(s) across Morepen.

Policy Guidelines:

1. The employee should have completed at least 36 months in his/her current assignment to apply for roles.
2. The employee should have done well in the current role with a minimum rating of Good to become eligible to apply for other roles.
3. Employee may apply for jobs which are of equivalent grade or one (sub) grade above their current grades. They should not apply for positions more than one level higher than their current grade.
4. Employees and Hiring Managers must acknowledge the fact that the talent review process in the company may require certain identified employees to be considered for a particular role as well in addition to those who have applied on their own account.

Process:

Step 1: Open jobs will be posted on the internal career site. Jobs that require specific campaigns will be advertised through IJP mails.

Step 2: To ensure transparency and objectivity on the process, the employee can apply for a new role only post approval from his/her line manager.

Step 3: Selection Procedure: All short-listed employees then must be interviewed by the concerned TA Manager, HRBP and the hiring Manager. In some specific cases there could be other rounds as well with other senior leaders of the business.

Step 4: Selection of the Candidate: If an internal candidate is selected for a role in a higher grade than his/her current one. Change in grade & compensation will be done in the next performance cycle. If the employee is required to move from one location to another as a result of being selected through the IJP process a relocation policy would apply.

Selection of the candidate is at the discretion of the interview / selection panel.

Prepared By	Reviewed By	Approved By
Asst. Manager-HR	Advisor – HR	Director

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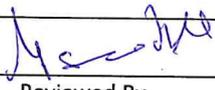
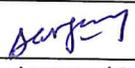
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Step 5: Candidate selected for the role will have a maximum of 7 calendar days to confirm acceptance of the new role. The transition date will be decided between the previous and current managers and is advised to be within 90 days from the selection / offer date to complete the knowledge transfer and release candidate.

Policy Administration & Exceptions

1. All approved open positions across levels shall be posted on the internal site of Morepen Email.
2. Certain positions which are sensitive from a business / competition perspective may not be announced, however all efforts will be made to ensure that adequate due diligence is done before classifying a position as such. The final approving authority for not announcing such a position via the IJP will rest with the Head of HR and the HRBP of the concerned business / function.
3. Exceptions to this policy are permitted only with the express permission of the Head of HR.

		
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Asst. Manager-HR	Advisor – HR	Director