

# Springboard Policy

## **PURPOSE**

To focus on developing alternative talent pools in traditional & non-traditional formats that support our talent strategy and fulfil our diversified workforce goals.

## **OBJECTIVE**

- i) To facilitate career transitions for experienced and qualified women by offering flexible working arrangements that help them balance their personal responsibilities and professional career.
- ii) To develop an alternate talent pool of flexi members in traditional & non-traditional formats.
- iii) To foster & nurture an inclusive environment where all segments of diverse workforce are fully valued and supported.

## **SCOPE & ELIGIBILITY**

- i) This policy is applicable to all group companies in the Staff 1 category only.
- ii) All women having a relevant education with minimum two years of experience within or outside the organisation.
- iii) Minimum 6 months break is essential.
- iv) The duration of the project will vary, and based on specific business requirements. It could be between 6 months to a year. Such assignments may also be extended depending on the business needs and if mutually agreeable.

## **PROCEDURE**

- i) The organisation will advertise the various roles under this scheme.



- ii) The hiring under this scheme shall be done as per the company's existing recruitment policy/guidelines.

**TERMS & CONDITIONS:**

- i) All the positions filled under "Springboard" program should be against the budgeted positions.
- ii) Candidate will be hired on retainership contract with Lumax
- iii) The retainership contract shall be signed for the minimum duration which can be further extended based on the project requirement.
- iv) IT Assets (Laptop/Desktop) will be provided based on project requirements.
- v) Working hours under this program shall be decided within the specified working hours of the location/plant, up to a maximum of 5 hours daily, however, this policy doesn't provide any provision for work from home.
- vi) Attendance shall be monitored through biometric punching.
- vii) Leave entitlements is as follows:
- 0.5 days of leave for each completed calendar month on pro-ratabasis, balance leaves at the end of the contract will lapse, no accumulation and encashment provision shall be there.
  - Bereavement Leaves - As per provisions in the existing leave policy.
- viii) Location/plant working days and holiday calendar with one optional holiday on account of Eid/Christmas shall be applicable.
- ix) Compensation shall be as per company norms
- x) Retainer has to submit the bill for services every month within 3 days of the close of the month and payment will be released within seven days of bill submission.
- xi) The retainership can be terminated by giving one month's notice, in writing, or payment of one-month retainership in lieu of notice period by either of the parties.

- xii) On completion of the assigned project, we will provide a relieving / experience certificate.
- xiii) During the contract period the retainer shall not disclose any confidential information and data to any party /shall not take any freelancing job/volunteer work/ another paid job/ collaborate with a competitor of our company, in case any retainer is found to have taken such an assignment, may be considered as a breach of the non-compete and confidentiality agreement and may lead to disciplinary action and even termination of contract.
- xiv) After the contract expires, the incumbent must wait at least 6 months to join any of our competitors, if the incumbent is discovered to have accepted such an assignment, legal action may ensue.
- xv) The incumbent joining through the Springboard program may also be considered for full-time permanent employment if required. Incumbent in this case working as a retainer shall go through the recruitment process as per the company policy.

## **ONBOARDING & CONTINUING SUPPORT**

- i) As part of this initiative, we shall provide structured onboarding, focused mentoring, and on the job learning to the candidates.
- ii) Socialisation and sensitization shall be conducted on the company's core values, code of conduct and applicable policies.
- iii) Applicable Policies are as follows:
- GMC Policy - Optional (100% Premium will be borne by the candidate)
  - Amigo Buddy Program
  - TGIF Policy
  - Official travel and incidental charges as per Domestic Travel Policy



- v) Canteen and transport facility can be availed on cost-to-cost basis, as applicable at the location/plant.

## **DISCLAIMER**

This policy shall be called the 'Springboard'. The company reserves the right to cancel or amend all or change any of these rules mentioned in this policy above and issue supplementary rules or amend these rules without prior notice and give effect to them from the date of issue or any other date.

