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Internal Job Rotation Policy

1. Purpose

The Internal Job Rotation Policy aims to enhance employee development, increase job satisfaction, and optimize workforce utilization. By enabling employees to rotate into different roles within the organization, we foster skill enhancement, career growth, and organizational agility.

2. Scope

This policy applies to all full-time employees who have completed a minimum of one year of service within the company. Exceptions may be made at management's discretion.

3. Objectives

- Develop a versatile workforce by exposing employees to diverse job functions.
- Enhance employee engagement and retention.
- Build leadership skills and cross-functional expertise.
- Identify potential candidates for future leadership roles.
- Foster innovation through knowledge sharing.

4. Eligibility Criteria

- Employees must have at least one year of service in their current role.
- Performance rating must meet or exceed expectations in the most recent evaluation.
- No active disciplinary actions at the time of application.
- Approval from the current and receiving department heads.

5. Rotation Process

- **Application:** Interested employees must submit a written request to their supervisor and HR.
- **Review:** HR, in collaboration with department heads, will assess the feasibility of the request.
- **Approval:** Final approval is granted based on business needs and employee qualifications.
- **Transition Plan:** A transition timeline will be established to ensure knowledge transfer.
- **Evaluation:** Employees will receive periodic feedback during the rotation period.

6. Duration of Rotation

- Rotations may range from three months to two years, depending on the nature of the role and business requirements.



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- Employees may request an extension or return to their original role subject to business needs and approvals.

7. Compensation and Benefits

- Employees will retain their current salary and benefits unless the new role necessitates a pay adjustment.
- Any salary revisions will be reviewed and approved by HR and management.

8. Performance Evaluation

- Performance will be assessed based on predefined goals set at the start of the rotation.
- Feedback will be collected from supervisors, peers, and stakeholders.
- Successful completion of the rotation will be recorded in the employee's HR file.

9. Exceptions and Special Cases

- Exceptions to this policy may be granted on a case-by-case basis with senior management approval.
- The company reserves the right to modify or discontinue job rotations based on organizational needs.

10. Policy Review This policy will be reviewed periodically to ensure alignment with company objectives and employee development goals.