

Title: APAR Career Management and Mobility Policy
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Career Management and Mobility Policy

1. Objective :

This policy lays down the guidelines to be followed for managing employees career and mobility and providing them continuous career development through a policy of right person at the right job at the right time by adopting means of promotion, transfer, secondment, deputation and project assignments across locations in APAR.

2. Scope :

This policy applies to all employees across all Divisions and locations.

3. Guidelines :

- APAR, since its inception in 1958, has been a people-oriented Company which believes in its employees' continuous growth through recruitment of right talent, right evaluation, right training and development.
- APAR adopts the principle of equal opportunity in its recruitment process and selects a candidate based on the right fit to the organization.
- APAR evaluates its employees periodically, fairly and compensates them equitably and adequately.
- APAR attempts and develops its employees continuously through adequate training and development.
- APAR has a retirement age for its employees.
- In APAR, employees can be transferred to any of its location within a Division or to any other Division with or without promotion, irrespective of country in consonance with the relevant clause in the Appointment Letter.
- In APAR an employee can move from one career level to the other on account of promotion.
- An employee may be moved to another location on transfer, selection on Internal Job Posting (IJP), secondment, deputation or project assignments.

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- APAR, an avowed career architect with a proven track record, provides required learning inputs to all its employees at various stages of their career by way of Training, Special Projects, Mentoring, Executive Coaching, participation in domestic as well as international Conferences, Exhibitions and Webinars.

Process Owner: HR



Kushal N Desai
Chairman & Managing Director

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