



Domestic Relocation Policy - India

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Policy Effective Date	01st July, 2023
Applicable	All FTE employees of India
Approved by	VP Strategy
Prepared by	HR
Version	2.0



1. Objective

This policy is aimed to provide information and entitlements to employees about the support company offers for relocating to work location (Bangalore).

2. Eligibility

- a.** This policy is applicable to all full-time employees who joined Sigmoid post 20th March 2020.
- b.** This is a one-time relocation benefit from home location to work location (Bangalore).
- c.** This policy covers employees and their immediate family (spouse and up to 2 dependent children)
- d.** This policy is applicable within India.

3. Repayment term

If an employee resigns voluntarily or involuntarily (terminated for a cause) within 12 months of claiming relocation reimbursements, the amount (Travel Reimbursement and Shipment of Household Goods) will be recovered in full.

4. Relocation Benefit

Temporary Accommodation Arrangement:

- a.** All outstation employees are entitled for 9 calendar days of company provided accommodation.
- b.** If an employee intends to make his own arrangement Sigmoid will not provide any temporary accommodation cost.
- c.** Employees relocating with family need to provide the details to the TM team.
- d.** Employees are requested to comply with the rules and regulations of the Hotel / Guest House and ensure to behave in accordance with Sigmoid conduct guidelines.

Travel Reimbursement:

- a.** Employees are entitled for an amount not exceeding Rs 10,000 per person for the travel reimbursement. This can include:
 - 1.** Economy class one way air tickets
 - 2.** 2 Tier AC train fare
 - 3.** Cost incurred for local travel (taxi fare) for reaching the airport / railway station at your current location and hotel / guest house at destination
- b.** It is preferred to follow the direct route for your travel
- c.** Costs such as Excess baggage, Alternate flight, etc. will not be covered.
- d.** In case there are family members traveling (spouse and up to 2 dependent children), the same limits will apply to each member of your family.
- e.** For all reimbursement, travel proofs (boarding pass, tickets, etc) and relevant invoices will have to be provided by the employee.



Shipment of Household Goods:

Shipment of household goods can be reimbursed as below.

- a.** This amount includes vehicle transportation.
- b.** Employees need to provide a proper mover and packers invoice to claim the reimbursement.

Up to 6 yrs of Total Work Experience	Rs. 20,000/-
Above 6 yrs of Total Work Experience	Rs. 50,000/-



5. Reimbursement Process:

- a.** Employees need to take reporting managers approval before proceeding for the relocation benefit.
- b.** Employees need to claim all expenses post relocation.
- c.** All the reimbursements need to be claimed through Darwinbox.
- d.** Employees should provide original bills to claim the reimbursement.
- e.** Boarding Pass is mandatory to claim reimbursement for airfare.
- f.** Employees need to send an email to tm@sigmoidanalytics.com with the following information at least 14 days before their travel date to initiate the relocation process.
 - Name:
 - Employee ID
 - Designation:
 - Team/ Department:
 - Single/Family:
 - No of Family Members:
 - Name of Family Members:
 - Date from Accommodation:

6. Timeline to avail the benefit

All relocation must be availed within 90 days from the effective date of relocation.

7. Exceptions

The above rules are subject to modification, amendment and alterations by the management at any time without assigning any reasons or without giving any prior intimation. The interpretation of the above rules made by the Head- HR shall be final and the same shall be binding on all employees.

A woman with long brown hair, wearing a black top and a light-colored checkered blazer, is walking in a modern building. She is holding a white suitcase in her left hand and talking on a smartphone in her right hand. A brown coat is draped over the handle of the suitcase. The background shows a glass and metal railing and a blue wall with a red dotted pattern in the upper right corner.

Contact

tm@sigmoidanalytics.com.com

Management Rights

Management reserves complete rights to make any change to the policy and the final interpretation of the policy. Any changes made to the policy shall be notified to the employees.