



H1B Visa Policy

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1. Purpose

This document has been prepared to create awareness among all employees of the applicable policies governing H1B Visa sponsored by Sigmoid. It provides a detailed description of the policy applicable to employees from Sigmoid who are employed in the Indian Subsidiary.

H1B Visa are sponsored to selected Employees by the Management for an inter-company transfer from India to US Company. The Employee is responsible for complying with this policy.

Interpretation of this policy will be at the discretion of the Sigmoid Management Team. This policy may be modified, superseded, or otherwise canceled, in whole or in part, without prior notice. No individual or department may employ practices that deviate from those defined in this policy.

2. Scope

This policy applies to all Sigmoid full-time employees who are employed/engaged with its Indian Subsidiary (collectively referred to as “Employees”) and the subset of Employees who are selected by the Management and agree to apply for H1B Visa (collectively referred to as “H1B Folks”).

3. Responsibilities

The Travel Department and HR Department are responsible for administering this policy, while overall implementation rests with the Management. Any exceptions must receive approval from the Management.

4. Company and Approving Manager Responsibilities

The company emphasizes the accountability of managers for their actions and approvals. The approving manager must ensure the validity and business necessity of recommending an employee for the H1B Visa. Post-approval, the manager is responsible for informing the selected employee of the policy and obtaining written consent from the individual.

5. Accounting & Travel Desk Responsibilities

- Accounting ensures smooth payroll movement for H1B employees transferring from India to the US and is responsible for covering all lawyer fees.
- The Travel Desk coordinates with managers and the lawyer to facilitate the entire H1B process.

6. Eligibility

Employees eligible for consideration must meet the following criteria:

- Employee should possess an advanced educational degree, including a four-year bachelor's degree (or its equivalent) as well as a master's or doctoral degree
- Employee should have stayed had at least 1 year of continuous employment with the Indian Subsidiary for being eligible for H1B nomination.



6. General Guidelines

- Acknowledge the possibility of being relocated to the US by the Company as needed. The decision to transfer H1B individuals to the US is solely at the Company's discretion.
- Once the H1B Visa application is initiated, individuals cannot retract it themselves. Visa withdrawal is only feasible in cases of rejection, withdrawal by the Company, or non-selection in the lottery.
- Commit to a three years association with the company from the date of H-1B filing for eligibility to transfer to the US entity.
- After transfer to the US entity, maintain association with the company until the subsequent H-1B renewal from the time of transfer.
- If an individual withdraws or delays their application against Company directives, the Company reserves the right to initiate retention and recover the amount from the employee's salary.
- The repayment clause does not apply if an individual is not selected in the lottery.
- Individuals are responsible for their personal tax obligations related to movement and post-movement taxation in the US. While the Company will provide general tax guidance, it will not assume responsibility for any financial losses.
- Individuals must share all necessary information required during and after the Visa process.
- The company retains the discretion to potentially relocate roles back to India or other locations as necessary for its business needs.

8. Period of Stay

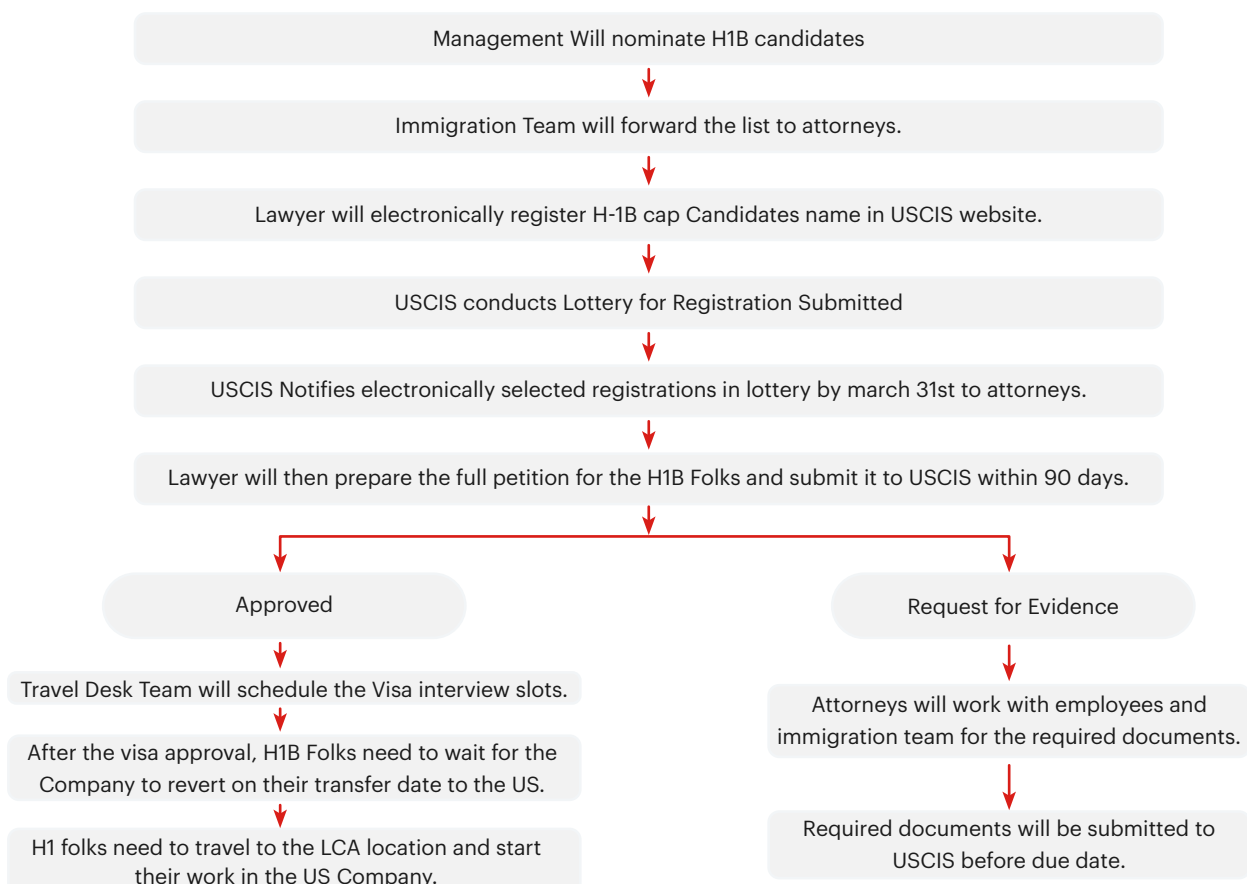
The H-1B visa allow a maximum duration of six years. Initially, upon admission, H-1B nonimmigrants are granted a three-year period of stay. Subsequently, they can apply for an extension of stay for up to an additional three years. The period of stay can be further extended if the Employee becomes eligible for Green card on EB-2 / EB-3, the approval of which lies with the functional heads.

9. Retention Clause

The transfer of an H1B visa stands as an advantageous pathway for employees to progress within their roles, representing a substantial growth opportunity offered by the Company. Employees acknowledge and appreciate the considerable investment of time and finances made by the Company in each H1B application. They understand that the Company may incur losses if an employee withdraws their H1B application, declines a transfer to the US Company, or resigns.

In recognition of this investment, H-1B individuals commit to being associated with the company for a minimum of three years from the date of their H1B application filing. Additionally, upon transferring to the US entity, H-1B holders are expected to remain with the company until the next H-1B renewal date. Should any of the scenarios occur, individuals will be obligated to repay the Company as stipulated in the Consent Agreement.

10. Process Flow





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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.