

Hoonartek IndusInd Project Entitlements V1.0

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Hoonartek IndusInd Project Entitlements

Applicable: Addendum to domestic travel policy for employees in IndusInd project.

- **Travel Authorization:**

Before commencement of travel, each employee will have to raise a Travel Request at least 3 days in advance on Keka with necessary approvals of Level 5 & above for further processing (travel bookings and accommodation).

Employees need to submit all the documents required for travel. In the event the employee fails to furnish the required details, the Company shall be at liberty to cancel his/her travel authorization and depute another employee for the business travel as it deems fit. The Company shall not be liable to make any reimbursements of any such costs or expenses incurred by the Employee in the event of such cancellation.

1 SHORT TERM (1 – 30th Days from date of Travel)

For short term travel where, continuous stay is 30 or less than calendar days, following would apply.

- **Accommodation:**

Accommodation wherever possible will be provided by the Company (preferably a guest house). Company accommodation would be provided only in case the Employee is on Business Travel for less than 30 days.

- **Per Diem Allowances:**

For employees on deputation or Business trips only, one is entitled to reimburse expenses towards food which will be reimbursed at actuals supported with appropriate bills. For All levels Rs.850 per day maximum limit on furnishing receipts, Breakfast up to INR 150, Lunch up to INR 300, and Dinner up to INR 400 with approval of Level 5 and above. Work commute will be reimbursed on actuals. The aforesaid Per Diem Allowance shall be calculated starting from the date of your journey and ending on the date of your arrival. For further clarification, for calculation of per diem allowance, an interval of twenty-four (24) hours starting from the hour of your journey shall be considered. The Allowance shall be considered to be payable only after you reach the destination of your journey and can be claimed after a period of twelve (12) hours starting from the hour of your journey.

Allowances/ Advances need to be settled with Accounts by producing bills within 2 weeks from the date of return to Pune.

2 MEDIUM TERM (31 – 120th Days from date of Travel or Business Categorization)

For medium term travel where the duration is greater than 1 month and less than 4 months, the following would apply.

- **Accommodation:**

Accommodation wherever possible will be provided by the Company (preferably guest houses) for the initial 2 weeks. The employee is expected to get their local accommodation sorted out in the 2-week period. On a case-to-case basis, the employee might extend his/her stay at the company provided accommodation by 2 more weeks under extraordinary circumstances where 50% of the cost of accommodation will be borne by the employee.

Following amount will be applicable for **four months only** when the employee moves from Company accommodation to personal accommodation after or within 2 weeks.

Accommodation – **INR 5,000** per month (without bills)

- **Project Allowance:**

The employees will get the following project allowance in their salary to cover all the expenses related to their project. If the employee avails leave at the client site, then the applicable project allowance will be deducted

All employees will get **INR 2500** as project allowance per month in their salary to cover all the expenses related to their project.

- **Transport Allowance:**

The employees will get **INR 5000** as transport allowance per month in their salary to cover all the expenses related to travel, parking et al without any bills. This is over and above conveyance allowance which you are already receiving in your current salary structure.

** Please note, Transport Allowance (TA) will not be paid if the employee is working from home/hotel*

3 LONG TERM (121st days and above from the date of Travel or Business Categorization)

Long term is termed for employees who are deputed to project for a period greater than 4 months.

- **Accommodation:**

In case of Long-Term Travel (> than 121 days), the company will provide a two (2) weeks accommodation at client location for the employee. The employee is expected to get their local accommodation sorted out in the 2-week period. On a case-to-case basis, the employee might extend his/her stay at the company provided accommodation by 2 more weeks under extraordinary circumstances where 50% of the cost of accommodation will be borne by the employee.

- **Fixed Payment:**

In order to make the move smoother, the employee will be eligible for a lump sum payout of fixed sum to support the move. The lump sum is to help support moving personal effects, one way travel, pay brokerages etc. The employee can claim the expenses towards moving personal belongings and an amount to be

paid by way of brokerage with support of appropriate bills within a period of 45 days from the date of Relocation. Once such claim shall be duly received, the Company shall pay such fixed sum up to the limit prescribed in the table below. Any amount incurred over and above the prescribed limit as mentioned in the said Table shall not be reimbursed. Any amount not supported with appropriate bills will be subject to tax as per Income Tax rules. The payout is a one-time payout. If the movement is due to personal request and considerations, the employee will not be eligible for the lump sum payout.

Due to the relocation, the employee's home base will be moved to the new location. After the completion of the project/if the Business wants the employee to relocate again to Pune, relocation bonus will be paid again as per the below eligibility.

In case the employee resigns from the services of the company within One Year of availing the relocation lump sum amount, the employer will recover the same in the full & final settlement to settle all dues.

Level	Lump sum relocation allowance
1	INR 30,000
2	INR 40,000
3	INR 55,000
4	INR 75,000
5 & above	INR 1,00,000

- **Project Allowance:**

The employees will get **INR 2500** as project allowance per month in their salary to cover all the incidentals e.g., snack, meal. No receipts is required to be submitted for this. If the employee avails leave at the client site, then the applicable project allowance will be deducted.

- **Transport Allowance:**

The employees will get **INR 5000** as transport allowance per month in their salary to cover all the expenses related to travel, parking et al without any bills. This is over and above conveyance allowance which you are already receiving in your current salary structure.

** Please note, Transport Allowance (TA) will not be paid if the employee is working from home/hotel*

- **Exclusions:**

- ✓ Apart from the specific payments and allowances mentioned in this policy, any further expenses, which in reasonable course of the service would not have been incurred, shall not be reimbursed.
- ✓ The Company shall not pay the expenses including but not limited to expenses for alcohol, entertainment, parties, personal trips, purchases and the like.
- ✓ Any expenses which are incurred over and above prescribed limits as mentioned in this Policy shall not be payable by the Company.

- **Note:**

- ✓ The policy outlined is subject to change from time to time as per client and business decision
- ✓ The policy contained in this manual may be added to, deleted or changed by the company at its sole discretion and without any prior intimation to the employees. The changed policy shall be uploaded on the Keka portal.
- ✓ It is the employee's responsibility to keep themselves abreast with the changes in the policies.
- ✓ The applicable start date of the policy for an employee shall not change if the employee is allocated to do different sub-project under IndusInd.

- **Project requirements:**

In the event, any client or customer of the Company insists on providing different set of benefits to the employees deputed on its project, for that specific project, the Company reserves the right to give such different benefits and convey the same to the said employees vide issuing separate letters. It may, in such a case, be possible that employees working on different projects may be provided with different travel related benefits. Once such project requirement is over or any new project has started wherein no such benefits are given by such client or Customer Company, the benefits conferred under this Policy shall be automatically applicable and any such letter issued shall stand void with immediate effect.

Document Version History

Version No.	Description	Date	Author	Approved By
0.1	First Release – Initial draft of the document for management review and approval	14-Oct-24	Shilpa Hegde	
1.0	Second Release – Final document after review and approval for circulation and implementation.	15-Oct-24	Shilpa Hegde	Nishant Shukla

Document Review History

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0.1	First Review – No change suggested. Document signed off for implementation.	15-Oct-24	Shilpa Hegde	Nishant Shukla