**Relocation Policy**

**1. OBJECTIVE**

Due to business needs, [Company Name] recognizes that resources may be required at its numerous locations or branches. In order to maximize available talents, it may need to move or relocate some of its personnel to such locations or branches for assistance or to oversee a function. This policy establishes the norms and standards for such staff relocations.

**2. SCOPE AND APPLICABILITY**

This policy applies to all workers who are needed by the Company to migrate from their existing location or branch to assist the business. Relocation can take place within the same city or town as well as outside of it. Company-sponsored relocation or employee-requested relocation are both possibilities.

**3. POLICY/PROCESS**

**3.1 TYPES OF RELOCATION**

Following are the types of relocation our company provides:

**Relocation Due to Promotion** - When an employee is promoted, he or she may be shifted to another location to take on new or extra responsibilities.

**Relocation for Adaptability** - In order to build a strong talent pool and succession plan, relocation should be focused at boosting an employee's adaptability by assigning him or her a job responsibility that is different or higher than the current job. This allows the individual to gain a wide range of job knowledge and experience.

**Cross-functional/cross-team relocations** - A person's ability to relocate to a different function or a different group firm is determined by his or her academic qualifications, knowledge, and appropriate experience. Before being relocated, the employee will be interviewed by the appropriate HR partners for the new function.

**Employee relocation requests** - Employee relocation requests will only be considered if the unit has a requirement at the location and the employee meets the criteria for the necessity.

**On-Deputation** - Relocation on deputation (or secondment) is permitted for a specific task or assignment for a certain minimum to maximum term, depending on the circumstances. After completing the job, the employee must return to his or her original posting location.

**4. PROCEDURES**

Below are the general guidelines for relocation:

- The Hiring Manager will discuss the personnel requirement with HR depending on the sort of talents required by a function/department.

- HR will identify internal candidates who are qualified for the position and discuss them with the Hiring Manager.

- Following approval, the Hiring Manager and HR will explain the nature of the job and the business objective of the relocation with the employee and gain their formal consent.

- The Hiring Manager will discuss a detailed transition plan with the employee's existing Reporting Manager, as well as HR from the various units, on the type of work, transfer dates, timings, training, handover, and so on.

- The employee handing over must ensure sufficient paperwork and knowledge transfer at the time of migration. She/he will guarantee that the incumbent receives all documents, files, literature, and Company property. If the incumbent is unavailable, the job should be handed up to the Reporting Manager. During takeover, the incumbent will acknowledge receipt of these things.

- The relieving office must issue 'No dues' and 'Last salary drawn' certificates to guarantee seamless continuation in the next entity of a group firm.

- If the move is from one city to another and requires travel and relocating from one dwelling to another with household items, a maximum of three working days of transit leave will be granted.

- From the date of arrival at the new location, the moved employee and his or her family will be allowed to stay at a company-approved hotel for a duration of two weeks.

- Company administration will assist in the search for a home and schools/colleges for children, during which time the employee will be given time off to visit these locations in order to finalize their decisions.

- If the relocation is within the city limits, no joining time is allowed, and the employee must report to the new location the following working day.

- Employees cannot refuse a Company-initiated relocation because such transfers are a condition of employment, unless the individual has medical issues.

- The HR department must sign the relocation order and distribute it to all concerned functions at both the existing and future units for action.

- When an employee is transferred from one entity within the Group Company to another, HR representatives from both companies will provide service continuity and other advantages to the employee, as needed.

**5. PROCEDURE FOR EMPLOYEE\_INITIATED LOCATION**

Employees who wish to transfer to another location must first approach their Reporting Manager with their request and justification. For approval, the Reporting Manager will consult with the Head of Department and HR.

Based on the requirement and necessity at that site, the company maintains the right to grant or deny such a request.

Allowances are not applicable if the relocation is initiated by the employee, with the exception of a 3-day transit leave if the relocation is to a different city.

**6. RELOCATION BENEFITS**

In the event of permanent relocation, a re-settlement advance of up to one month's gross salary will be provided to cover the costs of settling in a new area. The same can be recovered from the employee's salary in six monthly installments.

Travel Allowance: Travel expenses for self and family to the new location will be compensated according to the company's travel policy.

The Company will manage the following eligibility: packing, handling, loading, unloading, unpacking, tolls, taxes, and transportation fees (including portage and insurance):

| **Grade**  (as applicable> | **Designation**  (as applicable> | **Amount (Travel, Lodging, Boarding, Local Conveyance, Taxes and Levies, Phone, Laundry, Per Diems)** |
| --- | --- | --- |
| <Mention Grades> | <Mention Designations> | <Maximum reimbursable limit> |

These refunds will be reimbursed after the employee submits the actual bills, which must be done within 30 days of starting at the new location.

Deputation Allowance: This benefit is only available for deputations on short-term assignments. HR, in consultation with their counterpart at the moved unit, will determine the amount of allowance to be paid. This allowance will be provided at the moved location or at the employee's original location, depending on the employee's preference and the qualifying table below:

| **Grade**  (as applicable> | **Designation**  (as applicable> | **Amount (Travel, Lodging, Boarding, Local Conveyance, Relocation expenses, Taxes and Levies, Phone, Laundry, Per Diems)** |
| --- | --- | --- |
| <Mention Grades> | <Mention Designations> | <Maximum reimbursable limit> |

**7. SPECIAL CIRCUMSTANCES AND EXCEPTION**

HR must approve any deviation from this policy. Legal and Compliance must authorize any changes to the policy.

**8. NON-COMPLIANCE AND CONSEQUENCE**

Violations of this policy may result in disciplinary action, including dismissal.

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