



FITNESS REIMBURSEMENT POLICY

**SIGNIFY INNOVATIONS INDIA LTD.,
SIGNIFY INNOVATION LABS
&
SIGNIFY COOPER LIGHTING INDIA**

Effective Date: 01 April ,2024

Version No: 5.1

Approver: CHRO



1. Objective

To instill a fitness culture in the organization and encourage employees to focus on their health & wellness. The policy provides guidelines on reimbursement of expenses incurred by an employee towards individual membership fee for any Gym, Fitness center, Sports facilities, Fitness App.

2. Eligibility

All Signify India employees are eligible for reimbursement under this policy.

3. Entitlement

- All eligible employees are entitled to claim reimbursement of membership fee for any Gym/Fitness center/Sports center/other service provider for fitness related services including Yoga/ Pilates/ Swimming facilities etc. for the employee's individual membership only.
- Only membership fee is covered under this policy and any charges for products/equipment are not reimbursable. Memberships for employee's spouse/family members are not eligible for reimbursement.
- Only bills pertaining to the same financial year can be claimed anytime during the year. Bills pertaining to the old/ previous financial year cannot be claimed.
- Employees could also claim membership/subscription charges for personal training online fitness app providers (like Fitbit coach, Cult, etc.) for their own use. However, any charges for equipment/products purchased from such apps are not reimbursable under the policy.
- The annual entitlement is limited to INR 12,000 for H15 and below employees and INR 20,000 for H16 to H20 (H20- Non LMT members only) employees per financial year.

4. Process

- The limit defined above are for a financial year (01 April- 31st March)
- Reimbursement claim is to be submitted in the online Employee Benefits Module on HR portal along with a scan of the bills/payment receipts. The employee is responsible to retain and preserve the original bills and produce them on demand in case they are needed for audit purposes.
- Claims can be submitted anytime of the year or as when the expenses are incurred, the reimbursement will be done, along with salary of same month (if bill approved before 10th of the month) or next month (if bill approved post 10th of the month). Any claims pertaining to the current financial year will be eligible for reimbursement.
NOTE: If Employee is subscribing for monthly fitness routine, he/she/they need to retain the bill and need to apply biannually basis.
- For employees, who are joining or leaving the organization in the middle of any year (except in case of retirement/ERS/demise), the eligibility for Fitness Reimbursement benefit will be on a pro-rated basis based on the time spent in that particular financial year.
- Any advance amount claimed shall be recovered on a pro-rated basis if an employee leaves the organization in the middle of the year.
- Tax Liability: This benefit is taxable as a perquisite in the hands of employees as per GOI norms.
- The fee receipt/bill should clearly show the name of establishment to which it is paid, the establishment's PAN + Registration or GST number, the date of payment, amount paid against various expense heads and member's name. Amount claimed out of this (as per policy) to be mentioned by the employee in the online claim form.



- The service provider should have a Service tax and the valid receipt/bill of membership fee paid should clearly mention either the PAN + Registration or GST numbers as applicable. Any bills without PAN + Registration or GST numbers for the vendor will be summarily rejected without exception.

The company has the exclusive right to amend or terminate this policy without any prior notice. Any clarifications related to interpretation of this policy can be referred to respective HRBP and the decision of CHRO –India in this regard will be final and binding.

Version Tracking

<i>Version No.</i>	<i>Date</i>	<i>Changes</i>	<i>Changed by</i>
1.0		Initial Policy	
2.0	1 st Sep 2016	Policy Harmonization	Karishma/Nachiket
3.0	20 th June 2017	Inclusion of Fitment Services reimbursement	Karishma Parikh
3.0	16 th Oct 2018	Inclusion of Fitness app providers	Zeeshan
3.1	02 nd Jan 2019	Name of the company has changed	HRS
4.0	01 st Jan 2021	Eligibility as per H Grade updated	Amit Otwani
5.0	1 st Sep, 2023	Clawback if employee leaves in middle, Removed H20-Non LMT	Sugandha Vatrana
5.1	1 st April, 2024	Bills of the same FY to be claimed	HRS

