



CITY ALLOWANCE POLICY

SIGNIFY INNOVATIONS INDIA LTD.,

SIGNIFY INNOVATION LABS

&

SIGNIFY COOPER LIGHTING INDIA

Effective Date: 12th September 2023

Version No: 1.3

Approver: CHRO



1. Objective

To support employees permanently relocating to high-cost locations on account of a company initiated transfers.

2. Eligibility

All SIIL & SIL H18 & below employees are eligible under this policy.

3. Policy Details

- The allowance is applicable for 2 years post relocation or date of transfer out of the location, whichever is earlier. For e.g. If an employee moves out of Mumbai before the end of 2 years, the allowance will be withdrawn on such a date.
- This allowance is over and above the salary of the employee and is to be treated as an additional benefit for applicable employees.
- The allowance will not be treated as a part of the salary for the purpose of Annual Compensation Review (ACR)
- Policy entitlements are over and above the internal transfers.

4. Entitlement

- Tier classification of cities for the purpose of this policy is as outlined below:

Tier 1	Tier 2	Tier 3
Delhi/NCR, Mumbai/Thane/Navi Mumbai	Bangalore, Hyderabad, Kolkata, Chennai, Pune, Ahmedabad	All other cities

- The allowance will be linked to grade of the employee and Tier classification of the current city and the new city as indicated below in INR per annum:

Grade	Tier 3-Tier 1	Tier 3 - Tier 2	Tier 2- Tier 1
H10/H11/H12	55,000	30,000	30,000
H13/H14	73,333	40,000	40,000
H15	1,10,000	60,000	60,000
H16	1,65,000	90,000	90,000
H17	2,38,333	1,30,000	1,30,000
H18	3,66,667	2,00,000	2,00,000



- The present location of the employee (place of current residence) will be treated as the current location for the purpose of this policy.
- The allowance will not be applicable in case the employee is moving down the Tier category. For e.g., In May 2016 employee moves from Vadodara to Mumbai and is eligible for Tier 3- Tier 1 allowance for a maximum of 2 years. In May 2017 the employee moves to Bangalore, in such a scenario the employee will not be eligible for the allowance effective May 2017.
- The allowance will not be applicable if the employee is moving to either the home location (permanent home location mentioned at time of joining) or the location at which the employee was initially hired. For example – if the employee was originally hired in Gurgaon (Tier-2) but transferred to Chennai (Tier-3) and is again transferred back to Gurgaon (Tier-2), city allowance will not be applicable.
- HR services manager to keep check of the cases for company-initiated transfer cases for applicability of the policy.
- The allowance will be paid monthly and is subject to applicable taxes.

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 the CHRO – India in this regard will be final and binding.

Version tracking:

Version No.	Date	Changes	Changed by
1.1			
1.2	01.01.2021	H grades updated	HRS
1.3	12.09.2023	Tiering updated	Sugandha Vatrana