

MOBILE & INTERNET CONNECTIVITY POLICY

SIGNIFY INNOVATION LABS

Effective Date: 6th Sept 2023

Version No: 7.0

Approver: CHRO

1. Objective

This Policy outlines the entitlement and process for mobile bill reimbursement, internet bill reimbursement and mobile handset reimbursement offered to employees of Signify Innovation Ltd.

2. Eligibility

The policy is applicable to all H9 & Above employees of Signify Innovations Labs. For the purpose of this policy, the people who are on the employment rolls of the Company, on the day this policy comes into effect and employed thereafter, shall be deemed to be employees.

3. Mobile Handset Reimbursement

- Eligible employees can buy their own Mobile Handsets up to a max. Limit of INR 15,000/ (Rupees Fifteen Thousand only) inclusive of all taxes. The Amount claimed by the employee is subject to income tax.
- Employees can go in for a replacement (based on the wear & tear) **only after 3 years**. Three years will be calculated based on the **date of claim** and not based on the date of purchase.
- Any claims/invoice older than 6 months from date of filing will not be entertained and will be rejected without exception.
- No claim will be accepted if the employee is serving the notice period after resignation.

3.1 Process

The reimbursement claim process for the handsets will be as follows:

- Employee must submit the scan copy of the bill in the Employee Benefit Tool [Employee Benefit Portal](#).
- No physical copy of bill is required to be preserved to the Company.

Recovery of amount if the employee leaves the organization:

- If the employee leaves the organization within 1 year from the date of claim of the phone reimbursement, 100% of the amount claimed for the phone shall be recovered from his / her final settlement. Similarly, if the employee leaves before 2 years of completion, 66% (2/3rd) of the cost claimed will be recovered; and for employee leaving before completion of 3 years, 33% (1/3rd) of the amount claimed will be recovered. Post 3 years no deductions shall be done.
- There will be no recovery from employees who are superannuating on their due date.
- Any deviations to the policy require the approval of the CEO and CFO.

4. Mobile Monthly Bill Reimbursement on Concur

- Employees can claim for mobile monthly bill reimbursement only for Postpaid Connection.
- The mobile bills will be reimbursed through [Concur Tool](#).
- The employee will submit the claim for reimbursement through Concur. However, the maximum reimbursement of monthly bill will be restricted to **Rs. 500/- (Rupees Five Hundred only) including applicable Good & Services Tax per month or the bill amount whichever is lower**. This will not apply to cases where employees are required to connect internationally for business purposes.
- In case of employees who are required to make international calls, maximum reimbursement will be limited to **amount as mentioned as above plus the amount spent on international calls for business purposes during the month**. Please note that this reimbursement is for business calls only.
- However, all such claims will require approval from the respective Departmental Heads or LMT.Line Manager will be responsible for ensuring full compliance to the intent in this regard before granting approval to claim.
- International calls need prior approval and comprehensive package must be bought prior to travel with all required approvals.
- Processing of the monthly reimbursements for phone calls bill will be made through [Concur](#) only. It is advisable to claim reimbursement on quarterly basis (consolidate and claim multiple claims in one expense claim) to reduce cost of processing bills.
- For the benefit of all, we have had discussions with prominent service providers. Various proposals received / examined are placed at [Annexure-I](#). The proposals also outline Process on how to change from current plan to new plan on call and Documents required by Service Providers for plan change. We recommend utilization of these proposal as they are beneficial both to the individual and the company.

5. Mobile Bill/Internet Connectivity bill as a part of FBP

- All employees can claim reimbursement of INR 24,000 per annum as part of their salary structure.
- The amount claimed as part of the Mobile Bill Reimbursement will be exempt from tax.
- Mobile Bill reimbursement can only be claimed for postpaid connections.
- The limit defined above is for the financial year (01 April- 31st March).

NOTE: Tax benefit/FBP can't be claimed in case employee is opting for mobile bill and internet connectivity bill reimbursement over and above salary from the company through Concur.

5.1 Process

- Employees can claim the same via FBP Reimbursement after submission of Broadband/Landline/ Telephone/Mobile Bill (postpaid)/Invoice Copy as part of the reimbursement process.
- Any unclaimed amount will be paid as part of the March month payroll.
- The employee will not be able to claim the amount in case of failure to produce the bills.
- Employees who are being provided with company provided broadband for special circumstances cannot claim the same again for reimbursement under FBP. Please note that any such claims will be summarily rejected.

6. Internet – Broadband & Data card

- An employee can opt for either Data Card or Broad Band Connection and not both.
- Data card or broadband reimbursement would be through Concur. Expense statement must be submitted in the Concur towards Broadband or Data Card.
- Payment of the monthly recurring charges would be done by employee directly to respective service provider.
- Reimbursement from Signify would be a max for INR 650/- (Rupees Six Hundred Fifty only) for data card and INR 750 /- (Rupees Seven Hundred Fifty only) for broadband.
- In case of any technical issues of data card or broadband, employee has to directly get in touch with respective service provider by providing the required details like Data card number or broadband ID.
- In case of loss of Data card, Employee has to get in touch with service provider directly.

7. International Roaming

- Employees are advised not to use their phones on roaming while in transit.
- While on International Roaming, employees are advised to use local SIMs of the respective countries.
- In case local SIM cards are not available, employees should use international calling cards (such as Matrix) and get the expenses reimbursed as per actual. Please reach out to our facility desk to avail an international roaming card from our corporate partner.

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 CoE Rewards, Corporate HR and the decision of CHRO – India in this regard will be final and binding.

Version Tracking

Version No.	Date	Changes	Changed by
1.0		Initial Policy	
2.0	1 st Sep 2016	Policy Harmonization	Karishma/Nachiket
3.0	12 th January, 2018	Amendment in Policy for monthly charges	K.K.Mishra
4.0	2 nd January 2019	Name of the company has changed	HRS
5.0	1 st Feb 2020	Replacement Period of 3 years and change in recovery terms and conditions	Amit Otwani
6.0	1 st Jan 2021	Introduction of H grades	Amit Otwani
7.0	6 th Sep 2023	Clarity on Postpaid connection, Merged Mobile and Internet Connectivity Policy	Sugandha Vatrana

ANNEXURE – I

Sl. No	Activities	Airtel		Vodafone		Reliance	
1.	Plan Name	Myplan corp-349 plan		Red Business Essential - 349		JIO POSTPAID Plan – 309 (with security deposit of Rs. 400/- INR)	
2.	Plan details:	Rental	349	Rental	349	Rental	309
		Data	10GB	Data	10GB	Data	30GB
		Local Calls	Unlimited Free	Local Calls	Unlimited Free	Local Calls	Unlimited Free
		STD Calls	Unlimited Free	STD Calls	Unlimited Free	STD Calls	Unlimited Free
		Roaming incoming	Unlimited Free	Roaming incoming	Unlimited Free	Roaming incoming	Unlimited Free
		Roaming outgoing	Unlimited Free	Roaming outgoing	Unlimited Free	Roaming outgoing	Unlimited Free
		SMS	100/ day	SMS	100/ day	SMS	Unlimited Free
3.	Process on how to change from current plan to new plan on call	Plan change can be done by 121@in.airtel.com and mentioning plan name and construct id and attaching scan copy of company i-card. The same will be shared by respective airtel circle coordinator.		1. For a new connection, the employee has to go to the Vodafone sales desk in the Signify India office premises and submit the documents. 2. For plan change, the employee has to send an email from their official email ID with the required plan details to corporate care IDs (attached circle wise). 3. An employee can also go to a Vodafone store, show their employee ID card to get the corporate mobility plan activated.		Employee can opt for the plan change any time with help of self-care portal	
4.	Documents required by Service Providers for plan change	1) Plan change can be done by sending a mail to 121@in.airtel.com and attaching a scan copy of company i-card. 2) Thumb impression with Aadhaar number for new connections and plan change		For plan change, the employee has to send an email to the corporate care ID from his company email. For new connections, following document required: 1. CAF signed by an employee 2. 2 passport sized photos 3. Company employee card 4. Govt. ID proof and address proof 5. Aadhaar number to link to the mobile number as per TRAI mandate		No documents required, just a Thumb impression with Aadhaar number	
