

RELOCATION POLICY FOR NEW JOINER

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

Effective Date: 1st Jul 2024

Version No: 5.0

Approver: CHRO

1. Objective

The objective of this policy is to define the benefits and services provided by Signify India to new joiners in SIIL, SIL & CLS.

2. Eligibility

The policy is applicable to all H grade employees of Signify India only if it is mentioned in offer letter.

3. Travel

Following are the entitlements for travel to the new location from the new joiner's existing location.

S.No	Travel Time	Entitlements
1.	Travel Time of more than 5 Hours	Self, Spouse & dependent children are eligible for one way travel by air in economy class only
2.	Travel time of less than 5 hours	Self, Spouse & dependent children are eligible for one way travel by First Class AC or Second Class AC Train
3.	In case of Self Driving Personal Car (E.g. Driving from Jaipur – Delhi)	In case the new joiner is driving their personal car, they can claim fuel reimbursement and toll tax cost on actuals. The travel by personal car is restricted to 300 k.m. (one way) and the employee must submit a fuel bill of the travelled station and Toll Tax paid at highways, as a proof of using his/her/their personal car.

- All bookings need to be done by the new joiner on their own and then can get the cost reimbursed through concur.
- Air travel should be at Apex economy air fare through a low-cost carrier, booked by new joiner at least 14 days in advance.
- The employee's family can relocate post up to a max of 1 year from the employee's joining date. Employee needs to inform in advance to their HRM and Line manager.
- Employee must retain a copy of tickets (Train)/Boarding Pass (Air Travel) booked to provide as evidence for reimbursement.
- Transit Expenses:
 - Point to Point local travel to and fro from the train station/airport: Radio Taxi (e.g. Uber/Ola) bills at actuals
 - Food allowance during travel: INR 500 per head

4. Movement of Household, Personal Effects & Personal Car

- The Company will make reasonable endeavors to arrange and bear expenses for packing and forwarding of the new joiner's personal and household effects at the place of transfer through its approved packers and movers up to 1250 cubic feet (one container load)
- In addition to the above, the Company would arrange for transportation of personal vehicles (only one car and one two-wheeler) from the new joiner's existing location to the new location.
- All other incidental charges relating to transportation of car, namely Re-Registration, Octroi, entry tax incurred in the new destination may be claimed by the employee at actual.
- In case the new joiner is driving their own car to the new location, fuel and toll expenses can be claimed on actuals as outlined above.
- All such arrangements will be made by the Facilities department of the organization. The new joiner is not permitted to make their own arrangements and get the expense reimbursed.
- For Insurance, New Joiner must send a mail to - Tata AIG General Insurance Co. SPOC for policy issuance & claims & get the premium reimbursed through concur. The New Joiner must request for insurance policy 5 working days prior to commencement of the transit.
- It is advised that Jewelry and valuables should be carried by the new joiner and not sent as unaccompanied baggage.
- Please refer to Annexure 'A' for the detailed process

5. Temporary Accommodation

- Stay in a Company Guesthouse or an approved Hotel (in line with our inland travel policy) for self, spouse and 2 children until such time residential accommodation is secured by the employee subject to a maximum stay of up to 3 Weeks/21 nights. No of rooms provided: Up to 2 persons – 1 room; 3-4 Persons – 2 rooms.
- Laundry expenses to be reimbursed up to a maximum of INR 150 per day.
- Meal Reimbursement: H16 & below – INR 1200 per day; H17 & above: on actuals. Expenses to be claimed through concur.
- Local transport for commuting to the office for the duration of the temporary stay can be reimbursed using concur. Radio Taxi's like Uber/Ola must be used for such transport. Reimbursement is not applicable if pick and drop services are provided by the guest house/hotel.

6. Loan for Housing Deposit

- Employees can avail an interest free loan for housing security deposit up to a maximum of 10 months' rent or 10 months HRA (whichever is less). Refer to the Loan for Housing Deposit Policy for further details.
- Recovery: 12 Months Equal Instalments
- Such a loan is subject to perquisite tax in the hands of all employees.



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7. Brokerage

- Brokerage will be reimbursed by the company against proper bills subject to a maximum of one month's rent/HRA entitlement (whichever is lesser). Such an expense can be claimed through the Employee benefit tool.
- Brokerage has to be claimed within three months of the bill date.

8. Claw back

- In case of an employee leaving the organization within 1 year of joining, then the amount paid for the "Movement of Household, Personal Effects & Personal Car (clause 4) and Brokerage (clause 7)" shall be recovered in full.

9. Tax Incidence

- For all allowances, reimbursements and any other benefits provided under this policy, applicable Tax as per extant laws would be borne by the employee.

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10. Special cases – within the city

In case of business exigencies, where a candidate must relocate from his/her/their current location to a different location, within the same city, this relocation policy will apply in the following manner:

- Justification of business exigency, to be provided by the business and to be vetted by the HRBP.
- The candidate will be eligible for relocation benefits, only if there is a need for location change and the distance of movement is at least 25 KMs, within the city.
- The candidate will be eligible for only 3 benefits – Movement of Household, Personal Effects and Personal Car (as per section 4), Loan for Housing Deposit (as per section 6) and Brokerage (as per section 7).

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.

Annexure 'A' - Movement of House Goods Process & Key Contacts

S.No	Activity	Owner
1	New joiner will contact the designated SPOC in the facility	New Joiner
2	Facility team will share the name of vendors (3 only) with the new joiner and also intimate the vendors to contact the employee	Facility Team
3	Vendors to contact the New Joiner for survey of goods and submit quote to the facility team	Vendor
4	Facility team to share the quote with the New joiner and Procurement team	Facility Team
5	Procurement team to approve 1 final vendor in 2 working days	Procurement
6	<p>1. For Insurance, New Joiner has to send a mail to - Tata AIG General Insurance Co. SPOC for policy issuance 5 working days prior to commencement of the transit & claims handling with a CC to Signify Insurance Team (Details mentioned below)</p> <p>2. The Insurer's contact details are as below:- Level 1: parv.bajaj@tataaig.com Parv.Bajaj@tataaig.com ## 8588818789 Level 2: Gupta, Saransh1 Saransh1.Gupta@tataaig.com ## 9650009473 Level 3: Mehndiratta, Nupur Nupur1.Mehndiratta@tataaig.com ## 8800778290 Level 4: Verma, Mrigna Mrigna.Verma@tataaig.com ## 9811499817</p> <p>6. For Signify Innovations India Ltd. mark CC to – Anurag.gupta_1@signify.com & rakesh.mishra@signify.com</p> <ul style="list-style-type: none"> New Joiner to provide the below mentioned documents to Insurance Co. for Insurance Policy: - <ul style="list-style-type: none"> A) List of Household items along with their value provided by Packers & Movers vendor. B) Copy of transfer letter C) Active Car Insurance Policy & RC Copy (in case of movement of any Car / Two Wheeler) 	New Joiner

	<ul style="list-style-type: none"> New Joiner to provide the below mentioned documents to Insurance Co. in case of any claim:- <ul style="list-style-type: none"> i) List of Household items along with their value provided by Packers & Movers vendor. ii) Lorry Receipt iii) Damaged Item Purchase Bill (If available) iv) Any additional document, as may be requested by Insurance company. The Insurance Premium to be paid by New Joiner to Insurance Co. directly & amount to be reimbursed through Concur. New Joiner must retain a copy of Premium Invoice / Policy Copy to provide as evidence for reimbursement. 	
7	Facility team to intimate the final vendor to the employee	Facility Team
8	New Joiner: Employee to move the good and make payment to the vendor directly. Amount to be reimbursed through Concur	Employee/ Procurement Team
9	Vendor to submit the Lorry Receipt to the facility team. The facility team will in turn share this with the New Joiner	Vendor

Notes:

1. Employees are not allowed to use any other vendors except the three listed ones
2. Contact points in the facility team are different for both SIL and SILL

Facilities Team contact

Signify Innovations India Limited	Point of contact from RE for relocation: 1. Rakesh Mishra- +91-9810040237 2. Raminder Pal Singh- +91-9654749157
Signify Innovations Labs	Point of contact from RE for relocation (PIC office): 1. Raminder Pal Singh- +91-9654749157

All escalation to be sent to Tarun Chaudhary (Facilities Team)

Vendor List

Supplier Name	Contacts Person Name	E-mail ID's	Mobile	Address	Web Address
INTEREM (FREIGHT SYSTEMS (INDIA) PVT. LTD)	Asit Bhatnagar	asit.bhatnagar@interemrelocations.com	Mobile: +91 9810622622 Phone: +91 124 4731300 Fax: +91 124 4036481	C-409, 4TH FLOOR, FLORAL DECK PLAZA, Off. MIDC Central Road, Street No. 23, ANDHERI (East), MUMBAI - 400 093.	www.interemrelocations.com www.interem.in
Royal International Worldwide Relocations	ANIL MENON	anil@royalintl.in	Mobile: 09320112399 TOLL FREE :1800 425 2399	Royal International Worldwide Relocations Mumbai –HO No.21,Ashraya Layout 1st Stage,8th Cross, Whitefield Road,Bangalore-560048, Karnataka, INDIA e: enquiry@royalintl.in , bangalore@royalintl.in	W: http://www.royalintl.in
P. R. Relocations & Worldwide Movers	Rama	move@pr.co kunal@pr.co	Tel: +91 11 45563322, 65483322, 28332626, Mobile: 9654408922	GG-1/86A, Vikaspuri, New Delhi - 110018	www.prr.co

Version Tracking

Version No.	Date	Changes	Changed by
1.0		Initial Policy	
2.0	1 st Sep 2016	Policy Harmonization	Karishma/Nachiket
2.1	17 th Oct 2016	Vendor Details	Nachiket
2.2	15 th Jul 2017	Vendor updated from PM Relocations to Royal International	Nachiket
3.0	1 st Sep 2017	Updates based on inputs from Insurance Team	Karishma
3.1	1 st Nov 2017	Updates based on inputs from Insurance Team	Nachiket
3.2	2 nd Jan 2019	Name of the company has changed	HRS
3.3	1 st Oct 2020	Personal Accommodation not Allowed	Amit Otwani
3.4	1 st Mar 2021	H Grades Updated	Amit Otwani
3.5	1 st Feb 2022	Section 9 introduced	Sugandha Vatrana
4.0	11 th Aug, 2023	Updates based on inputs from Insurance Team	Sugandha Vatrana
4.1	1 st Apr 2024	Updates based on inputs from Insurance Team	Ishan Bansal
5.0	1 st Jul 2024	Added Claw back clause	Ishan Bansal