

RELOCATION POLICY

ID: YASH-HRO-P013

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2	2.1	20-April-2019	NA	<ul style="list-style-type: none"> • Changes related to automation of process on Infogram (YASH HRIS Portal) in respective sections • Added entitlement clarity if marital status is widow/ divorcee. • Removed definitions and Acronyms to have a separate document • Removed En-route exp as changed in DTP 	Aditi Suryawan shi	Payal Jain Laveena Nabar	Dharmen dra Jain

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1.0 PURPOSE

The purpose of this policy is to detail out the procedure with respect to reimbursement of expenses incurred by a new hire/employee and their family to travel and transport their personal effects for joining the company/in case of transfer (permanent order movement), within India on business need of the company (YASH Technologies Pvt. Ltd/YTPL/YASH).

To facilitate & provide reasonable support to an employee & his/her family to relocate from one location to another & settle down in the new location with optimum ease.

2.0 SCOPE

This policy applies to all permanent employees of YASH and covers the following aspects:

- Movement of new joiners to the offered base location
- Movement of existing employees to transferred YASH location within India.

Exclusions:

- Intra-city movements undertaken by a candidate or an employee for joining or during employment
- Candidates joining India from overseas
- Work from Anywhere: Employees granted to permanently work from anywhere/home under Hybrid Work Model.

3.0 OWNERSHIP/IMPLEMENTATION

The ownership & implementation of this policy lies with Human Resources (HR) Team. It will be effective from April 01, 2023 & will continue to be in force unless superseded by a revised policy. The HR Team reserves the right to amend, abrogate & reinstate the entire policy or any part of it as & when it deems fit.

4.0 OVERVIEW

- **4.1 Relocation:** Relocation is defined as permanent change in the city (location) of an employee (existing/new joiner) within India for business reason. Important points to be noted:
 - New Joiners may need to relocate from their current city to the offered base location city when they join YASH.
 - Existing employees may need to relocate to a new city due to change in their base location through transfer process for a business reason. Please refer Transfer Policy for more details.
- **4.2 Family:** Family for the purpose of this policy includes immediate family members i.e., spouse and two dependent children only.
- **4.3 Base location** is employee's permanent work location at YASH office as defined in offer/appointment letter unless changed through transfer process.
- **4.4 Place of posting** is employee's current work location. It can be same as base location or different in case employee is placed at another city (YASH Office location or Client's place) than base location, for temporary duration related to execution of business task.
- **4.5 Reporting Location:** is location where a new joiner is asked to join at any of the YASH offices for a temporary duration on business need like joining formalities, training, knowledge transfer & business orientation etc. for limited defined duration.
- **4.6 Work from Anywhere:** When an employee is granted to work from home/anywhere on permanent basis under Hybrid model working. In this scenario an employee is not entitled for any relocation benefit from base location to home city or from city of current residence to home city in case of a new joiner.
- **4.7 Permanent Work Location:** In case for business reasons, an employee is required to permanently work for a location within India where YASH DC is not there and hence YASH office location is assigned as base location for the employee in offer. For relocation entitlements perspective permanent work location will be treated as base location for an employee.

5.0 GUIDELINES FOR NEW JOINERS

- 1) **Relocation Eligibility:** Relocation expenses for a new joiner will be applicable from the "*City of current residence*" to "*Offered Base Location*", within India.
- 2) **Reporting Location is different from permanent work Location/work from anywhere:** When reporting location of a new joiner is different from permanent work Location/work from anywhere may be due to training, knowledge transfer, and business orientation, joining formalities etc., for a limited defined period, employees will be entitled for
 1. Two-way travel for self only from city of residence to reporting location as applicable
 2. Company arranged accommodation
 3. Daily Allowance
 4. Local Conveyance
 - In case employee is travelling to reporting location for completing joining formalities; must make his/her own arrangement and claim later. However, if travel is after few days of joining employee may request travel desk to book for the same.
 - Cost of all above expense is exclusive of Relocation Entitlements and will be treated as Short Term Business Travel.

- 3) New Hire needs to make all arrangements by self except accommodation and claim later as per timelines defined in the policy.

6.0 GUIDELINES FOR EXISTING EMPLOYEES

6.1 PERMANENT TRANSFER (ORDER) (With Location Change):

Relocation expenses will be taken care from the “Base location” or “*city of current residence*” to “*transferred location (any office location of YASH)*” in India.

In a scenario, where temporary transfer is converted into permanent transfer as per transfer policy then also relocation expenses will be considered as per above. In this scenario, the deputed location i.e., place of posting will become the new base location.

6.2 For existing employees, company will only arrange for travel, lodging/accommodation, and travel advances (if requested for). Rest all categories under relocation entitlement needs to be arranged by employee self and claim later as per policy subject to maximum entitlements as defined in section 7.0. Employee may ask travel desk if tickets of the family need to be booked together in one request. Cost of travel will be deducted from the total relocation cost entitlements.

7.0 RELOCATION ENTITLEMENTS

The company will reimburse to the employee expenses incurred toward Relocation due to business need, subject to submission of bills. Maximum relocation reimbursement eligibility is based on employee grade and family status. This is applicable as lower of actual or as per eligibility defined below:

Important Points:

- Any of the benefits/services mentioned in this policy will not be substituted with cash.
- Where an employee (new Joiner/existing) and his/her spouse are both employees with the company and both are relocating to the same location, they can't combine their eligibility amount to come up with total eligibility. However, the eligibility for upper grade shall be applicable.
- Employees who are single need to refer to entitlements I i.e., for self & employees who are married & having family or *if their marital status is widow/ divorcee*, need to refer entitlement II i.e., with family.



The following expenses can be claimed under relocation entitlement except accommodation subject to the total of all the expenses falling within the applicable limits (inclusive of all taxes)

specified in above table. For supporting documents requirement, please refer section 9.0 of this policy

PARTICULARS	ENTITLEMENT (ALL GRADES)
Travel arrangements	<ul style="list-style-type: none">▪ Travel up-to one way for self & family. Employee may choose to travel by bus/train/Air/Car except for AT &T grade.<ul style="list-style-type: none">▪ Family i.e., Spouse and Two Kids▪ Travelling in Car/Taxi is allowed. Company will reimburse for total KM's distance from city of current residence to base location based on maximum ₹15 per km along with toll receipts or lower of actual.▪ *For AT/T: Eligibility is by IInd A.C train fare or AC Volvo/A.C Sleeper
Food & personal incidentals	Not Applicable (NA)

Local conveyance	<table border="1" data-bbox="475 321 1297 995"> <tr> <th data-bbox="475 321 971 401">From</th><th data-bbox="971 321 1297 401">To</th></tr> <tr> <td data-bbox="475 401 971 772"> <p><i>In case of new joiner:</i> Location of current residence</p> <p>In case of existing employee: Residence at base/permanent work location/work from anywhere location city)</p> </td><td data-bbox="971 401 1297 772">Place of boarding</td></tr> <tr> <td data-bbox="475 772 971 995">Place of landing/ arriving at the destination location</td><td data-bbox="971 772 1297 995">Company arranged accommodation at place of landing</td></tr> </table> <p>Place of boarding or landing would be considered as per mode of travel applicable. Employee may manage it by self & claim reimbursement later by submitting the bills. Conveyance expense will be paid based on supporting bills only.</p> <p>This expense will not be applicable for local candidates coming for joining from same offer base location/reporting location as applicable for joining.</p>	From	To	<p><i>In case of new joiner:</i> Location of current residence</p> <p>In case of existing employee: Residence at base/permanent work location/work from anywhere location city)</p>	Place of boarding	Place of landing/ arriving at the destination location	Company arranged accommodation at place of landing
From	To						
<p><i>In case of new joiner:</i> Location of current residence</p> <p>In case of existing employee: Residence at base/permanent work location/work from anywhere location city)</p>	Place of boarding						
Place of landing/ arriving at the destination location	Company arranged accommodation at place of landing						
Lodging/accommodation	<p>14 days bachelor accommodation in company arranged accommodation at base location from the date of occupancy, if available.</p> <p>Expenses incurred on liquor, cigarettes, personal telephone calls, food & entertainment, laundry, spa, use of paid goodies or any other expenditure other than stay will not be considered for reimbursement.</p> <p>Lodging arrangement is subject to specific request and prior intimation. Please refer accommodation policy for more details.</p> <p>Cost of accommodation is not inclusive in Total Relocation Cost Entitlement.</p> <p><i>For new Joiner:</i></p>						

	In case new joiner specifically seeks Hotel accommodation on own discretion then it'll be arranged for 7 days bachelor's accommodation from the date of occupancy.
Travel advances	<p>NA for new joiner.</p> <p>Existing employees may request for advance only for entitlements which company should do but have asked employee to arrange like travel and accommodation.</p>
Transportation of personal household goods	<p><i>Applicable from E1 & above grade only in case of new joiner and for all grades in case of existing employees.</i></p> <p>Transportation of goods includes the packing, unpacking, loading, unloading, transportation and insurance of the personal household goods. YASH shall not be held responsible for compensating any losses incurred because of damage of goods etc. during transit of goods and shall also not be liable to cover any loss of life.</p> <p>Expenses incurred on transportation by the shortest route are permitted and are subject to certain maximum limits as per employee's individual entitlement.</p>
Transportation of personal Vehicle	<p><i>Applicable from E1 & above grade only in case of new joiner and for all grades in case of existing employees.</i></p> <p>The cost of moving the vehicle (1 Four-wheeler & 1 two-wheeler either in the name of the employee or spouse) from one location to another, registration, obtaining the No Objection certificate (NOC), and other administration charges will be reimbursed at actuals on submission of receipts and proper documentary proof, subject to max limit as specified in section 7.0</p>
Non-refundable – school Admission Fee	<p><i>Applicable from E1 & above grade only in case of new joiner and for all grades in case of existing employees.</i></p> <p>Nonrefundable School admission fees will be reimbursed for up to max 2 children on production of receipts. Tuition fees is not covered in the entitlement.</p>

8.0 RECOVERY CLAUSE

- For existing employees, amount reimbursed against the relocation expenses including all entitlements (travel, local travel, movement of household goods, movement of vehicle, non-refundable school fees) will be fully recoverable in case an employee resigns or employment is terminated for any reason before completion of one year of service or six months from the date of payment; whichever is later.
- For new joiners, amount reimbursed against the relocation expenses including all entitlements (travel, local travel, movement of household goods, movement of vehicle, non-refundable school fees) will be fully recoverable in case an employee resigns or employment is terminated for any reason before completion of one year of service.

Relocation amount is not recoverable if services are terminated for new joiner & existing employee on grounds of role/position miss-mapping, project obsolescence, movement within

YASH group of companies, absorption of employment by client with YASH consent or resignation in lieu of termination *except* in case of negative background verification report/poor performance/disciplinary action/legal proceeding).

9.0 PRE-REQUISITE FOR CLAIM REIMBURSEMENT PROCESS

The expenses incurred need to be claimed as a reimbursement & no other charges will be paid except as mentioned in the policy. The reimbursements will be based on actuals supported by bills and are limited to the maximum entitlements as mentioned in this document.

Employees are advised to keep and submit all the original bills, receipts etc. for claiming the reimbursement. No reimbursement shall be made in the absence of valid original bills/receipts etc.

- Drop the hardcopy of originals supporting bills by putting the supporting's in an envelope after mentioning the tracking ID generated through Infogram in drop box placed at reception or courier the copies at our Indore BTC office. Courier charges are not admissible.

The employee needs to submit the following documents in original for processing of claim:

1. Complete transaction & paperwork should include the name of the employee only. Any document in the name of family member or friends is not acceptable. However, if payment is made by family member & payment proof is available then it would be reimbursed subject to condition that all other required supporting documents are on the name of the employee. Family member will include Father, Mother and Spouse for this specific point.
2. All the original supporting viz. train/bus/air tickets (as applicable). In case of air ticket boarding pass is mandatory. Employee need not attach supporting, if arrangement is made by travel desk.
3. In case of travel by car/taxi, employee need to submit the mandatory online payment proof, petrol bills/receipt from vendor & toll receipt.
4. Original Invoice from Hotel mentioning clearing the mode of payment. Bank/Credit card statement reflecting the payment made if YASH has asked for making such arrangement on own.
5. Local conveyance bills, if applicable as per eligibility.
6. Transportation of personal goods:
 - Invoice/Receipt of the payment made to the transporter in original specifying the payment mode. It should bear a revenue stamp when payment made is equal to or above ₹5000/- in cash.
 - Builty document (Builty is a documentary proof given on the border of the state as permission from state govt. for interstate transportation of goods).
 - List of goods transported.
 - Insurance coverage of the same (if any) in original.
 - All receipts & invoice from the vendor should be on same name. Name of different vendor on different supporting document is not acceptable.
 - Proof of Payment: Payment for bill amount above ₹10,000/- should be done via payment modes like Account Payee Cheque, Debit Card, Credit Card, and Internet/Online Banking. Cash payment is accepted only if payment is below ₹10,000/- only.
 - Payment proof should be in the name of the vendor only. Payment proof in the name of the individual is not accepted.

- Bank/Credit card Statement reflecting the payment made in case of Cheque/Debit/Credit/Internet /online Banking should be submitted.
- Cash Payment:
 1. If payment is made through cash to the transporter, company will reimburse maximum only ₹ 10,000/- subject to eligibility.
 2. If payment made to the transporter is above ₹5000\/- in cash than receipt of payment to transporter should contain a revenue stamp & payment mode.
 3. Partial payment in cash & any other aforesaid mode of payment is also not considerable. For ex: if an employee at grade E1 whose eligibility is ₹20,000/-, while paying to the transporter pays the partial amount by cash & cheque like ₹10,000/- in cash & rest ₹10,000/- by cheque then the reimbursement from the company will only for the amount paid by cheque.
- 7. Transportation of personal vehicle:
 - NOC Receipt: No Objection Certificate copy
 - Vehicle Papers i.e. registration copy
 - Invoice by Vendor
 - Online Payment Proof
- 8. Non-Refundable School Fees:
 - Transfer Certificate
 - Receipt of payment made against non-refundable school fees
 - Online Payment Proof

10.0 CLAIM SUBMISSION & PROCESSING TIMELINES

No delay or offline exceptional approvals will be considered.

Each approver will have 7 days each to act on the claim submitted.

Employees need to ensure that they are claiming for expenses actually incurred within the compliance of this policy. In case, Approval Authority finds out the claim request to be fake, the complete request can be rejected & disciplinary action may be initiated against the employee submitting such claim. Moreover, in case Finance team finds the bills insufficient for processing of a claim, it reserves the right to reject the claim.

11.0 CHANGE IN CLAIM SUBMISSION TIMELINES – DUE TO COVID'19

Considering the nationwide lockdown due to Covid'19 and subsequent work from home allowed from company after March'20, might have resulted in some of the eligible employee's inability to avail the relocation benefit to join at their respective base location. Hence, company will allow all

new joiners joined on or after 1st Jan'20 till the office is resumed to claim for relocation expenses as below:

1. Travel for self & Family: Employee may ask travel desk to book as per eligibility
2. Complete Relocation claim must be completed & claimed within 90 days of resuming the office as per new eligibilities & entitlements defined.
3. For the purpose of 'from & to' location, claim will be considered from Home Location to base location.
4. The timelines for clearing the claim and prerequisite will be same as mentioned in above sections
5. This change will be applicable up to 90 days only from when office will be resumed, and employees receive communication from Corporate HR India for the same.

12.0 AUTHORIZATION & EXCEPTIONS

No exception to the reimbursement limits defined in this Policy, will be entertained.

13.0 TAXATION

As per Income Tax Act 1961; relocation expenses are taxable in the hands of the employee even if supporting documents are submitted while it is expended for joining the company. Hence, the payment made against relocation reimbursement is subjected to TDS which will be absorbed by the company. However, relocation expenses are exempted up to the eligibility, provided employee submits the supporting document in case of transfers.

Employee should submit documentary proof while submitting the claim for reimbursement. The exemption will be provided upon submission of proper Bills / vouchers/ Invoice/ receipts etc. as the case may be and subject to eligibility as per provisions of the Income tax Act, 1961. For more details, please contact payroll team @ etaxdoc_helpdesk@yash.com.

14.0 RESPONSIBILITIES DEFINED FOR INVOLVED STAKEHOLDERS

This section covers the important responsibilities which respective stakeholders need to adhere to.

14.1 Responsibilities of Reporting Manager: In case of transfer, refer transfer policy & adhere to the approval process to avoid any exceptions.

14.2 Responsibilities of HR:

1. HRPP should update & discuss with employee on relocation policy in case of Transfer.
2. Onboarding team should update about the claim reimbursement process & help new joiner in doing claim on Infogram as per process.

14.3 Responsibilities of Talent Acquisition Team (TAC): Talent Acquisition team at YASH is responsible for acquiring right talent and are the first face of the company in-front of the prospect employees. Hence, TAC team needs to ensure that these new joiners are updated on the policies as applicable specially relocation entitlements, pre-requisites & claim reimbursement assistance to avoid any exception to this policy.

14.4 Responsibilities of New Joiner:

1. New Joiner to refer annexure shared along with offer letter for entitlements & eligibilities.
2. New Joiners to contact HRPP in case of any queries.
3. For any communication & commitment ensure to take things in writing to avoid exception on claim reimbursement process.

14.5 Responsibilities of Existing Employee: Employees should refer domestic travel & transfer policy along with this policy for entitlements & eligibilities and connect with location HRPP in case of any queries.

15.0 REPORT SUGGESTIONS & QUERIES

Thank you for your cooperation. We believe that an employee is the biggest asset for the company. Therefore, your suggestions are most welcome. This will help us in making the policies more employees friendly. For any suggestions related to policy/process please write to us at corphr.india@yash.com.

For any queries related to claim process/ enrollment, please raise a ticket through Infogram helpdesk following the below path: Create ticket on Infogram Helpdesk: YOU>> What's Up>> Infogram Helpdesk

Thanking you - Team HR

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