

Global Mobility Policy 3.0

(FOR INTERNAL USE ONLY)

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Created and owned by: MSC Human Resources



1. Policy statement

At MSC, staff members travel frequently on projects and assignments of varying lengths to meet the needs of the business. The organization recognizes the need to provide a robust, clear, and well-benchmarked policy as a travel and mobility framework for our staff. Staff members proposing to undertake business-related travel and assignments are requested to follow the terms of this policy including approvals, insurance, and travel security requirements.

This policy will also apply to those engaged in a consulting capacity with MSC, subject to what is stated in their contract). The provisions of consultants' contracts take precedence over this policy.

1.a) Policy purpose

The objectives of this policy are to:

- Ensure that all travel and assignments are managed in an efficient, consistent, and timely manner and provide clarity of understanding for staff and other stakeholders.
- Ensure staff members receive appropriate guidance and support.
- Facilitate safe and successful travels and assignments.
- Outline the approval process for organization-related travel and related requirements, thereby promoting such travel while mitigating associated risks.

1.b) Scope

This policy applies to all staff at MSC and describes the requirements to be met before and during international and domestic travel.

2. Travel categories

Type of assignment	Definition	Duration
Business trip	A single or series of visits outside the home location	Up to 6 weeks
Short-term assignment	The staff member is required to work away from home location, in a single country for six months or less	Up to 6 months
Long-term assignment	The staff member is required to work away from their home location, for more than six months, which requires the assignee to relocate to the new location.	> 6 months

3. Business trips

MSC defines a business trip as a single or series of visits outside the home location for up to six weeks. Table 1 below depicts the applicable provisions associated with a business trip and is explained in detail ahead in this section.

Business trips (Table 1)	
Description	Up to six weeks
Health insurance	Home location-based

All-inclusive Living expenses (AILE): Usage and treatment

- This is meant to be a consolidated reimbursement limit covering only the mentioned items, viz. Accommodation, Meals, local transport, Laundry and Communication expenses. Staff may choose to flex their day expense limits within these items, but stay within the overall day limit.
- Clarified that AILE is a reimbursement and not a direct daily pay out. appropriate tax invoices and receipts are required for all items.
- Travelling staff must take note that reimbursed expense items are restricted to the named heads only, and claims for any other items, or unrelated to business travel will not be entertained.
- Staff may utilize AILE amount limits over the number of days of their business trip, as a block, rather than day limits as which they are otherwise stated.

AILE - Additional norms on individual components:	
Accommodation	<p>Staff may opt for appropriate accommodation or hotels of their own choice and convenience at various locations. This may include suitable motels or Airbnb accommodations.</p> <p>While flexibility is provided, traveling staff should consider the following guideline criteria when selecting accommodation:</p> <ul style="list-style-type: none"> • Safety and security • Hygiene • The facility should preferably have an in-house dining facility • The room should preferably have a working desk • Applicable room-type: standard room <p>Staff may carefully read online reviews about accommodation facilities and make an informed choice.</p> <p>Staff should make payments directly to the hotel, or travel website as the case may be - and clearly receipted at the time of claims submission.</p> <p>Conference Hotels: MSC staff are sometimes required to attend training sessions and conferences that are conducted at hotels or facilities that may be outside normal limits. Staff attending such events may stay at such conference hotels, but have the same pre-approved by the respective Domain Leader. Receipts will be required herein, anyway.</p> <p>If staff on business travel wherein hotel requirement is precluded, such as:</p> <ul style="list-style-type: none"> ▪ Stay at company Guest House ▪ Personal arrangements for accommodation (with relatives, friends) ▪ Intra-day though inter-city business trips, <p>the AILE limit available for expenditure will be revised to 25% of full AILE amount applicable for that location, This revised limit may be used for incurring, and claiming reimbursement of expenses for the remaining items (except accommodation).</p>
Local Transport	Local Transport as a part of AILE is intended to cover official in-city trips that are a part of the business trip.
Laundry expenses	This will be applicable for travels that are for at least 3 room-nights' stay, payable on submission of reasonable bills/receipts.
Communication expense limits	<p>As also mentioned by location on DWP, staff can use this allowance to make a reasonable amount of personal calls for a short duration and/or to avail internet services. Supporting documents will be required for reimbursements of business calls. Any exceptions to this will require appropriate approval.</p> <p>Wherever applicable, the staff must incur/cover their communication expenses within the limits of any MSC-provided mobile/data expense. This includes Closed User Group: mobile subscription plans connections or standard monthly facilities/limits/expenses provided by MSC under its local country policy. No additional communication expenses will be entertained in such scenarios.</p>

3.a) Immigration and other legal requirements

For international assignments, staff will need to satisfy the requirements of the host country, which may include a valid passport, visa or work permits, vaccines, or any other documents. Costs pertaining to visas, work-permits, and other immigration-related formalities will be borne by the organization. Obtaining and maintaining a valid passport, however, is the responsibility of staff.

3.b) Salary or fees

The staff or consultant will be paid base gross salary pegged to the home country or fees at a rate equivalent to the base rates of the home country.

3.c) Insurance

MSC is committed to ensuring the health, safety, and welfare of staff who travel on overseas assignments. The organization will ensure that all relevant insurances are in place for the duration of the assignment. These include:

- Health insurance
- Travel insurance
- Life insurance

3.d) Incidentals

MSC recognizes that business travel could sometimes result in incidental costs for which a proper tax invoice, bill or receipt may not be available. A flat amount of incidentals will be paid to support such expenses. Supporting receipts are not required.

For limits towards Incidentals by location, please refer to the applicable section on our DWP.

Since incidentals are paid as a flat sum and not as reimbursement on the production of bills or receipts, they will be subject to tax as per the existing laws of the applicable country.

3.e) Airport transfers

The organization will cover actual and reasonable costs for airport transfers. Airport transfer reimbursements need to be supported by receipts. Staff are encouraged to use the complimentary services offered by the hotel for office or airport transfers, wherever these are included and available.

3.f) Variation of assignment length

The length of any assignment will have been agreed with the staff or consultant prior to its start and will usually terminate automatically in line with the agreed contract. However, MSC reserves the right to withdraw the staff member from the host location at any time because of changes in business need, for reasons of personal safety, or any other reason. Alternatively, an assignment may be extended to cater to a particular business need. MSC will discuss any such changes with the staff or consultant at the earliest possible opportunity.

3.g) Termination of agreement during an assignment

MSC has the right to withdraw the staff or consultant back to the respective home base location at any time for any reason and, at its discretion, or to terminate a foreign assignment. The terms and conditions of the assignment contract will apply to the staff member. Policies and processes of the home location will govern staff going on a foreign assignment.

3.h) Exchange rates

All exchange rates used for the purposes of any currency conversions shall be based upon the extant (whatever may be applicable at the instance of the exact point in time of occurrence of the event) MSC policies and rules in respect thereof.

3.i) Security

MSC cares about the safety and security of staff. We have collaborated with International SOS to cater to any emergency risk needs and provide 24-hour emergency assistance services. Staff members are requested to take the ISOS card from HR before proceeding on an international assignment. Any staff member who plans an overseas assignment must view and follow the guidance contained in the ISOS website related to the safety and health issues arising in the host country.

3.j) Travel advances

MSC acknowledges the need for staff going on business trips to carry cash advances to meet expenses. Hence, up to 80% and 100% of the anticipated total trip cost is permissible as cash advance for India-based staff, and other staff respectively.

4. Short-term assignments

MSC defines a short-term assignment as a visit outside the home location for a period greater than six weeks and up to six months. Table 2 below depicts the applicable provisions associated with short-term assignments. The subsequent section explains this in detail.

Short-term assignments (Table 2)	
Description	Up to six months
Contracting entity	Project-dependent
Base salary or fees	Home location
Service apartment	Provided
Living Standard Allowance	Provided, as appropriate and where applicable
Work hours	Host location office
Applicable leaves	Home location-based
Applicable public holidays	Host location-based
Immigration support	Provided
Health insurance	Host location-based

4.a) Immigration and other legal requirements

For international assignments, staff will need to satisfy the requirements of entry to the host country, which may include a valid passport, visa, or work-permits, vaccines, any other documents required. The organization will bear the cost of visas, work-permits, and other immigration-related formalities. Obtaining and maintaining a valid passport, however, is the responsibility of staff.

4.b) Salary or fees

The staff or consultant will be paid base gross salary pegged to the home country or fees at a rate equivalent to the base rates of the home country.

4.c) Insurance

MSC is committed to ensuring the health, safety, and welfare of staff members who travel abroad and conduct overseas assignments. The organization will ensure that all relevant insurances are in place for the duration of the assignment. These include

- Health insurance
- Travel insurance
- Life insurance

4.d) Communication expenses

In the case of international travel, staff should solely use local SIM cards for the host location. Reimbursement of outgoing calls using international roaming is not permitted. Any exceptions to this will require appropriate approval. Supporting documents will be required for reimbursements of business calls. During the assignment, the communication policy of the host location will apply. In locations where a policy does not exist, a suitable communication limit will be ascertained and agreed upon.

4.e) Airport transfers

MSC will further cover reasonable costs for airport transfers. Airport transfer reimbursements need to be supported by bills. Staff are encouraged to use the complimentary services offered by the hotel for office or airport transfers, wherever these are included and available.

4.f) Leaves and holidays

Staff will follow the home country leave policy. For the duration of the assignment, they will follow the public holidays of the host country

4.g) Variation of assignment length

The length of any assignment will have been agreed with the staff before its start and will usually terminate automatically in line with the agreed contract. However, the organization reserves the right to withdraw a staff member from the host country at any time because of changes in business needs, reasons of personal safety or for any other reason. Alternatively, an assignment may be extended to cater for a particular business need. Any such changes will be discussed with the staff member at the earliest possible opportunity and we will seek to give not less than 15 days' notice wherever practicable.

If the length of the assignment varies, resulting in it being categorized in a different category, amendments to entitlement, and other applicable provisions will only be carried out in the event of a significant increase in the duration of the assignment. Changes resulting in terms and conditions in such cases shall be effective prospectively.

4.h) Termination of employment during an assignment

The organization has the right to withdraw the staff to the home country at any time for any reason and, at its discretion, to terminate the foreign assignment. The terms and conditions of the assignment contract will apply to the staff member. Staff going on a foreign assignment will be governed by the home country policies and processes.

4.i) Exchange rates

- a. All exchange rates used for the purposes of any currency conversions shall be based upon the extant (whatever may be applicable at the instance of exact point in time of occurrence of the event) MSC policies and rules in respect thereof.

4.j) Security

MSC cares about the safety and security of our staff members. We have collaborated with International SOS to cater to our emergency risk needs and for providing 24-hour Emergency Assistance Services. Staff members are requested to take the ISOS card from HR before going on an international assignment. Any staff member who plans an overseas assignment must view and follow the guidance contained in the ISOS website related to the safety and health issues arising in the host country.

4.k) Living Standard Allowance

Where appropriate and applicable, the organization will include an allowance to make up for any additional cost of living and expenses. This is to ensure neutrality in the purchasing power of the staff while in the host location. The organization will not normally apply a negative Living Standard Allowance, where the host country cost of indices are lesser than the home location. HR will assess the need for such an allowance in conjunction with global mobility specialists.

Air shipment of goods

The organization will provide shipment of personal effects from the home country to the host location or vice versa up to an approved volume.

- Allowed to carry a total of 30 Kg baggage total.

4.l) Housing

For short-term assignments, staff are encouraged to locate a serviced apartment or accommodation within reimbursable limits as soon as possible. In the absence of a serviced apartment, suitable motels, staff may explore Airbnb or guesthouse options may be explored. In all cases, pre-approval is required.

- To enable the traveling staff some time to carry out search and locate a suitable housing arrangement, the staff member will be provided the benefits applicable to business trips, including accommodation and daily reimbursement limit for up to two weeks upon arrival. If the staff member can move into a service apartment earlier than two weeks from the date of the assignment start date, the provisions associated with short-term policy will apply from the date of movement to a serviced apartment.

5. Long-term assignments

Long-term assignments are those where travel to the host location is for more than six months. These assignments have a clearly known and stated duration at the start, and are distinct from deputations, also referred to as One-Way Moves that will be covered separately Table 3 below depicts all the applicable provisions associated with a long-term assignment. The subsequent section explains this in detail.

Long-term assignments (Table 3)	
Description	More than six months
Employment entity and payroll	Project-dependent; Home location or determined by host location, immigration, and employment legislation
Base salary	Home location
Housing assistance	Provided
Living Standard Allowance	Provided, as appropriate and where applicable
Relocation allowance	Provided

Education allowance	Education expenses for up to two children to the level equivalent to Indian High School at an international school available in the host location, limited to 75% of admission and annual fees
Work hours	Host location office
Applicable leaves	Home location-based
Applicable public holidays	Host location-based
Immigration support	Provided
Family status	Provided
Annual home trips	Provided
Shipment of goods	Provided
Health insurance	Host location-based (Staff and family)

5.a) Immigration and other legal requirements

For international assignments, staff will need to satisfy the entry requirements of the host country. These may include a valid passport, visas, work permits, vaccines, and any other documents. The cost of visas, work permits, and other immigration-related formalities will be borne by the organization. Obtaining a valid Passport, however, is the responsibility of staff.

5.b) Salary

Staff will be paid base fees or salary pegged to the home country base salary.

5.c) Insurance

The organization is committed to ensuring the health, safety, and welfare of staff members who travel abroad and conduct overseas assignments. The organization will ensure that all relevant insurances are in place for the duration of the assignment. These include

- Health insurance
- Travel insurance
- Life insurance

5.d) Airport transfers

MSC will further cover reasonable costs for airport transfers. Airport transfer reimbursements need to be supported by bills. Staff are encouraged to use the complimentary services offered by the hotel for office or airport transfers, wherever these are included and available.

5.e) Leave and Holidays

Staff will follow the home country leave policy. For the duration of the assignment, they will follow the public holidays of the host country. Staff are encouraged to avail of home leave entitlement and note that these leaves cannot be exchanged for payout.

5.f) Variation of assignment length

The length of any assignment will have been agreed with the staff before its start and will usually terminate automatically in line with the agreed contract. However, the organization reserves the right to withdraw the staff or accompanying family from the host country at any time as a result of changes in business needs, in the interest of personal safety or for any other reason. Alternatively, an assignment may be extended to cater for a particular business need. Any such changes will be fully discussed with the staff at the earliest possible opportunity and we will seek to give not less than one month's notice wherever practicable.

5.g) Termination of employment during a staff's assignment

The organization has the right to withdraw the staff member to the home country at any time for any reason and, at its discretion, to terminate the foreign assignment. The terms and conditions of the assignment contract will apply to the staff member. Staff going on a foreign assignment will be governed by the home country policies and processes.

5.h) Exchange rates

All exchange rates used for the purposes of any currency conversions shall be based upon the extant (whatever may be applicable at the instance of exact point in time of occurrence of the event) MSC policies and rules in respect thereof.

5.i) Security

MSC cares about the safety and security of our staff members. We have collaborated with International SOS to cater to our emergency risk needs and for providing 24-hour Emergency Assistance Services. Staff members are requested to take the ISOS card from HR before going on an international assignment. Any

staff member who plans an overseas assignment must view and follow the guidance contained in the ISOS website related to the safety, health issues arising in the host country.

5.j) Living Standard Allowance

Where appropriate and applicable, the organization will include an allowance to make up for any additional cost of living and expenses, or differences in quality of life in home and host country. This is a factor applied typically where living standards and conditions of the host country are more difficult than home country. As applicable and appropriate, these are to ensure neutrality in the purchasing power of the staff while in the host country, and/ or adjust for differences in life quality. The organization will not normally apply a negative Living Standard Allowance, where the host country indices are superior than home country. HR will assess the need for such an allowance in conjunction with global mobility specialists.

5.k) Relocation allowance

Staff will be entitled to a one-time relocation allowance to cover expenses related to leaving the home country property and preparing host country accommodation and vice versa.

For long-term assignment, staff will be eligible to get an amount equivalent to one week's salary

Air shipment of goods

The organization will provide shipment of household effects from the home country to the host country or vice versa up to an approved volume.

- Long-term assignment—Allowed to carry 100 kg of goods in total.

5.l) Return home trip

MSC provides an opportunity for the assigned staff to travel back to the home location. For long-term assignment: In case the staff is not accompanied by their family, then MSC will pay for two trips to the home location (return air tickets) per year, for the staff every six months.

In case the staff is being accompanied by their family then MSC will pay for one trip to the home location (return air tickets) for the staff and family per year.

Staff are encouraged to avail of home leave entitlement and note that these leaves cannot be exchanged for payout.

5.m) Housing

For long-term assignees, staff are encouraged to find a serviced apartment or a suitable housing within three weeks from the start date of the assignment. For this period, staff will be provided the benefits applicable to business travel including accommodation and daily reimbursement limits. If the staff member can move into an apartment earlier than three weeks from the date of the assignment start date, the provisions associated with long-term policy will apply from the date they move into the apartment.

MSC will extend a reasonable housing support up to specified limits to long-term assignees, depending on host location. This will be in the form of reimbursement, subject to the maximum limit so ascertained at the time of relocation, or as soon thereafter as practicable. The intent is not to provide an exact match to the actual housing cost, but provide support to a reasonable level. This is intended to cover the housing rental cost only, and not other associated costs like electricity, water and Wi-Fi etc. The amount also is not subject to change or revision over a period, that may be occasioned by lease-rental revisions, or the assignee opting to change his or her accommodation subsequently.

5.n) Communication expenses

In the case of international travel, staff should use only local SIM cards for the host location. Reimbursement of outgoing calls using international roaming is not permitted. Any exceptions to this will require appropriate approval. Supporting documents will be required for reimbursements of business calls. During the period of assignment, the host location communication policy will apply.

5.o) Education allowance:

This allowance will be extended per management discretion, and applicable to select few cases, with critical or compelling needs. Education expenses will be reimbursed for up to two children to the level equivalent to Indian or equivalent international schools available at the host location, limited to 75% of admission and annual fees. The school type and fee structure are subject to agreement and pre-approval by MSC management. Please note that American, British and European schooling will not be company supported.

6. STA to LTA shift

In case if the STA has been extended and converted to LTA, the LTA benefits shall be applicable from the date the LTA is applicable

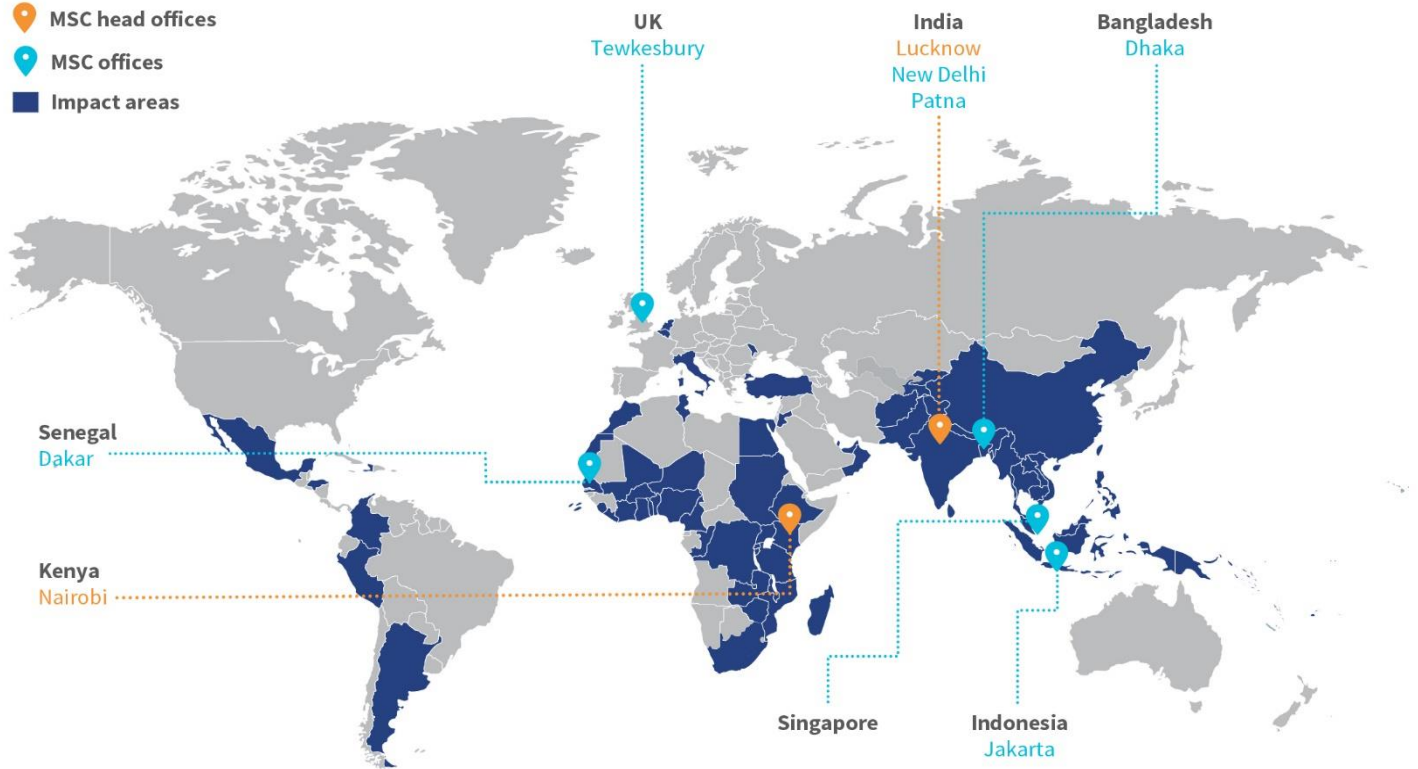
7. Treatment of exceptions

Exceptions, where permissible, to the policy on business trips, short-term travel and business communications, long-term travel will require approval from HR and the current project or domain leader in consultation with Finance.

8. Travel settlement

Staff are required to settle all expenses that they incur for all categories of travel within 15 days of completing an assignment

- MSC head offices
- MSC offices
- Impact areas



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