

DIPTAB VENTURES PRIVATE LIMITED



Transfer Policy

Note: The management reserves the right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.

1. Objective:

- 1.1 It's imperative that transfers/relocations are essential across cities/offices periodically as per business requirements. Diptab Ventures Pvt. Ltd., designed this policy to assist its employees with resources and benefits provided by the company, towards achieving their business needs in an efficient and fair manner. This provides travel and stay assistance to its employees in the event of employee transfer due to promotion, internal job movement, or any other form of transfer due to business needs.

2. Scope:

- 2.1. This is applicable for employees who are on roll of Diptab Ventures Pvt. Ltd. The policy is applicable for inter-city transfers only. If the new location is less than 100 kms or it is feasible to commute daily, then it will not be considered an inter-city.

3. Types of Transfers:

- i. Promotion Transfer
- ii. On Deputation
- iii. Internal Job Movement
- iv. Employee Transfer Request

4. Travel Guidelines:

- 4.1. All travel bookings for employee shall be made through the designated central admin team.
- 4.2. Travel details should be sent to the admin team 3 days in advance to book the tickets through email along with RM approvals.
- 4.3. If the place of transfer/relocation is more than 500 kms, the employee shall be entitled to a flight ticket for G5 and above grades.
- 4.4. If the place of transfer/relocation is less than 500 kms, the employee shall be entitled for on road or railways transportation.
- 4.5. In cases where the family shifts, the company shall reimburse only for one trip, travel bills shall be approved based on the grades and travel reimbursement policy., no further trips are allowed for reimbursement.
- 4.6. The eligibility of mode of transportation shall be based on the Diptab Ventures Pvt. Ltd., travel policy.
- 4.7. Travel Reimbursements are not applicable in case of employee requested transfers.

5. Accommodation:

- 5.1. In case of internal transfer due to promotion or internal job movement, the company will provide 5 days of accommodation.
- 5.2. Accommodation booking for employee shall be made through central admin team.
- 5.3. The eligibility of accommodation shall be based on the Diptab Ventures Pvt. Ltd. Travel & Reimbursement Policy.
- 5.4. Accommodation benefit is not applicable for employee requested transfers.

6. Transfer Procedure:

- 6.1. Depending on the type of skills required by a function/department/location, the hiring manager will initiate discussion on manpower requirements with the respective HRBP.
- 6.2. HRBP will identify the eligible employees for the role and initiate the discussion with the current manager and hiring manager.
- 6.3. Based on the approval from respective department heads, the hiring manager along with HRBP, will discuss with the employee the nature of the job and business purpose relocation and obtain employee's formal consent.
- 6.4. Post approval from respective department head, the current reporting manager can plan for the transition plan to the next successor and will provide the written confirmation on relieving from the current role.

- 6.5. If the relocation from one city to another city necessitates travel and initial accommodation will be applicable as per above clause, maximum period of 3 days casual leave shall be allowed.
- 6.6. If relocation is within the city limits, no joining time shall be permissible and the employee shall report to the new location on the next working day
- 6.7. Employee cannot reject a company-initiated transfer.
- 6.8. The relocation order shall be duly signed by the HRBP and marked to all concerned functions at both the current and future for further action.

7. Transfer Communication process:

- 7.1. Post selection process, HRBP initiates the transfer process within 2 working days through mail communication with details to current reporting manager.
- 7.2. Current reporting manager relieving confirmation shall approve within 2 days once request is sent.
- 7.3. Approval Authority:

Levels	Department	Approval Authority
G1 to G4	Operations	RH, BH and Respective HRBP
G5 & Above	Operations	RH, BH, COO and HR Head
G1 to G4	Sales	RBM, RH & Respective HRBP
G5 & Above	Sales	RBM, COO & HR Head
G1 to G4	HR	HR Head
G5 & Above	HR	HR Head & CEO
G1 to G4	Finance	Finance Head, COO and Respective HRBP
G5 & Above	Finance	Finance Head, COO & HR Head
All Grades	Tech	CTO & HR Head
All Grades	Product	CPO & HR Head

- 7.4. HRBP shall communicate to new hiring manager on the employee date of joining.
- 7.5. Central HRBP shall share transfer letter and salary revision letter (if applicable) will be sent to the employee through email.
- 7.6. HRBP communicates to the admin team for tickets and accommodation as per policy.
- 7.7. Respective HRBP will be responsible for changes in designation, department, cost center, reporting manager and location in HRMS tool.

8. Guidelines For Employee/Employer Transfer Request:

- 8.1. Any employee acquisitive for moving to another location, he/she shall approach their reporting manager first with the request and proper justification. The reporting manager shall discuss the same with the concerned department head and HRBP for approvals.
- 8.2. In approved cases, reporting manager should work on the transition plan and provide the details to the HRBP and along with the tentative date of release.
- 8.3. Company reserves the right to approve/reject a request based on the requirement and necessity at that location.
- 8.4. Relocation benefits are not applicable as cited above.
- 8.5. Employees can apply for the transfer due to following reasons:
 - (i) Interest in open position available in another department
 - (ii) Due to personal issues (family commitments/health constraints)
- 8.6. Employer can put the request for transfer due to following reasons:
 - (i) To meet the demand of more work force in another department without hiring from outside
 - (ii) For career development of the employee i.e., to introduce the team member to new work skill

9. Claim Reimbursement Process:

- 9.1. Employees shall make the payment directly to the vendor/logistics provider and claim by submitting bills in HRMS portal, in the same month reimbursement cycle. Refer to reimbursement policy for submission dates.
- 9.2. Bills should be approved by the L1 and L2 manager.