



Salesforce Relocation Benefits Letter

Getting Started

Intro

Salesforce's Global Relocation Policy is designed to facilitate your move and support you during the relocation process.

Program Eligibility

The following relocation benefits included in this policy may be offered to you, the employee. If a family member that lives with you is employed by Salesforce and is asked to relocate by Salesforce, only one set of benefits will be provided to the employee with the higher salary grade.

Program Guidelines

Relocation Management Company's Online Community & Relocation Resource, globalCONNECT

Relocation Expenses

For tax reporting purposes, it is important that all relocation expenses are reported accurately. They are not to be combined with regular business expenses in Concur.

Graebel's globalCONNECT web site, www.myrelocation.graebel.com, contains simple and intuitive interfaces which allow retrieval of vital information in just a few easy clicks. Once Graebel receives your authorization for relocation from Salesforce, you will receive an invitation via email to create your globalCONNECT account online. You will have access to:

- Relocation resources, tools, and information
- Relocation policies and related documents
- Viewing online messages about your relocation
- Enter your bank account details

Benefits Package Components

Tax Assistance

Some of the reimbursements made to you, or expenses paid on your behalf, may be considered taxable income to you. For this reason, Salesforce will provide tax assistance, also known as gross-up, to reduce the tax liabilities incurred as a result of your relocation.

Relocation Allowance

You will receive a Relocation allowance of **INR 100,000.00** (net) (or local equivalent) as authorized by Salesforce to help cover expenses related to your relocation. Such items include, but are not limited to, final trip travel, temporary housing, plumbing and electrical modifications, transformers and electrical adapters, house cleaning, loss of memberships, tips, excess shipping and storage costs, television connections, driver's license fees, automobile registrations, etc.

This allowance will be paid through Graebel and can be requested within 30 days of your start date.

**Tax Resources**

As part of your relocation package, you will have access to the [Vialto MyTransfer website](#). This self-service website provides high-level, country-specific tax information on departing your current location, tax regulations in your new location and key dates to consider in both locations.

Current Employees, use your Salesforce email to log on to the site. New Hires, use the following to log in to the site:

- Username: INH.mytransfer5@gmail.com
- Password: WelcomeINH9@

This site is for informational purposes only to provide you resources for your tax questions. Vialto tax support is not included as part of your relocation package. If you would like further tax advice, you may engage with Vialto or another tax professional at your own expense.

Congratulations on your Internship!



REPAYMENT AGREEMENT

Company: Salesforce
Employee Name: Shreya, Surabhi
Position Title: Intern
Employee ID Number: N/A
Effective Date of Employment: 13 May 2024

Relocation / Transfer Date: 06 May 2024

Relocation from Asansol to Hyderabad

In accordance with the COMPANY FF Intern India Stipend Payment, I am eligible to receive reimbursement and/or advances from COMPANY or an affiliate thereof for specified expenses relating to the relocation of my household, including without limitation moving, transportation, and other personal expenses ("Relocation Expenses"). As a condition and in consideration of receiving any reimbursements and/or advances for any such Relocation Expenses, I agree to and understand the following:

If I voluntarily elect to terminate my employment for any reason whatsoever prior to my start date, I agree and undertake to immediately repay COMPANY upon the date of such termination, per the below repayment schedule, any and all Relocation Expenses, including all expenses that were directly billed to COMPANY.

For purposes of this Repayment Agreement, "Cause" shall mean your: (i) conviction of, or plea of *nolo contendere* to, a felony (or local equivalent); (ii) failure to perform the duties of your position as determined by COMPANY; (iii) persistent dereliction or neglect of duty other than by reason of illness or injury; (iv) chronic unapproved absenteeism; (v) engaging in conduct that violates COMPANY's Code of Conduct or other policies; (vi) engaging in any willful act or omission outside the ordinary course of your duties which materially injures or could reasonably be expected to materially injure the financial condition or business reputation of COMPANY; (vii) engaging, in material misconduct or negligence (including, without limitation, fraud, dishonesty, misappropriation, embezzlement or gross neglect); or (viii) breach of COMPANY's Employee Inventions and Proprietary Rights Assignment Agreement or material breach of any other agreement with Company.

I agree that it is my obligation to reimburse the Company for any "Relocation Benefits" I receive if I voluntarily terminate my employment prior to my start date.

If COMPANY or I bring an action or proceeding to either challenge or enforce COMPANY's rights under this agreement, I agree to pay all costs (including court costs and attorney fees) incurred by COMPANY. In any such action or proceeding, COMPANY and I agree that the laws of the **Hyderabad** / India shall prevail, without regard to conflict of law.

FOR US EMPLOYEES ONLY: This agreement does not constitute a contract of employment or a guarantee of employment for any length of time. Employment is at-will at all times, including but not limited to the first year after relocation.

This agreement contains the entire agreement of the parties relating to its subject matter and supersedes any prior written or oral agreements relating to its subject matter. No modification of this agreement shall be valid unless made in writing and signed by both parties. If any part of this agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this agreement.

Intended to be legally bound hereby, this agreement is executed on 11/03/2024

Employee Signature:

Certificate Of Completion

Envelope Id: 7B886B8D77434DBB9DFED25CD749B761		Status: Delivered
Subject: AssignmentPro Managed Document Signing		
Company:		
Source Envelope:		
Document Pages: 3	Signatures: 0	Envelope Originator: DocuSignIntegration 16346 Airport Cir Aurora, CO 80011 docusign@graebel.com IP Address: 13.52.109.139
Certificate Pages: 4	Initials: 0	
AutoNav: Enabled		
Envelopeld Stamping: Enabled		
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		

Record Tracking

Status: Original	Holder: DocusignIntegration	Location: DocuSign
3/11/2024 2:24:59 AM	docusign@graebel.com	

Signer Events	Signature	Timestamp
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Surabhi Shreya		Sent: 3/11/2024 2:25:00 AM
shreyasurabhi2003@gmail.com		Viewed: 3/17/2024 12:46:12 AM
Security Level:		
.Email		
ID: f9ecb9e4-eaea-44bf-a3fb-8709f0623a44		
3/17/2024 12:45:43 AM		
Electronic Record and Signature Disclosure:		
Accepted: 3/17/2024 12:46:12 AM		
ID: aea42750-4869-467e-a317-6014defb9e7b		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/11/2024 2:25:00 AM
Certified Delivered	Security Checked	3/17/2024 12:46:12 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Graebel Companies Inc (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Graebel Companies Inc:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: criley@grabel.com

To advise Graebel Companies Inc of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at criley@grabel.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Graebel Companies Inc

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to criley@grabel.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Graebel Companies Inc

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to criley@grabel.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Graebel Companies Inc as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Graebel Companies Inc during the course of my relationship with you.