

YASH Technologies, Inc. has developed a Relocation Policy to assist Employees and their immediate families with the relocation to a new worksite and provide guidelines for reimbursement.

POLICY

Relocations needs to be approved by your Business Unit Head or HR Coordinators.

Employees who relocate to another YASH Technologies, Inc. worksite or Customer Site or within the US for an assignment are eligible for reimbursement of up to \$3,500 for costs associated with this move. To be eligible, the new worksite must be at least 75 miles farther from your former residence.

The budget allowance is not an entitlement, but a reimbursement upon production of receipts for costs incurred. Employees may neither exceed the maximum dollar amount allocated for the relocation, nor receive cash for any unused portion of the allotment.

This policy covers:

1. Temporary Living expenses while you adjust to your new location, such as:
 - A. Hotel Accommodation for up to 10 days.
 - B. Car rental for up to 10 days or cab fares or public transportation fees or if you are using your personal car, mileage reimbursement of \$0.545 per mile for up to 10 days (gas, tolls and rental insurance are not included).
 - C. Lease breakage (Lease breakage is an eligible expense only when the company asks the Employee to break the lease. If the Employee breaks the lease out of his or her own choice, the company will not reimburse the cost. Total reimbursable amount towards the breakage will be maximum 1 month's rent and does not include lease administrative fees.
2. Costs to ship your household good effects to your new location (this includes up to one car – Employee is eligible to receive up to \$500.00 to ship a second car, but any cost over and above the \$500.00 allowance is the responsibility of the Employee).
3. Storage of household goods
4. Travel for Employee, spouse and child(ren) to the new location. Either coach class airfare or driving – whichever is most economical. If new location is less than 350 miles away, then driving is the preferred method.

NOTE:

1. The Employee may choose to use the budget allowance for any or all expenses mentioned above but cannot exceed the total budget.
2. If you leave the organization before completion of 12 months (1 year) from the date of relocation expenses reimbursement, Yash Technologies will recover this relocation expense from your full and final settlement.

Reimbursement Procedure

1. To receive reimbursement for relocation expenses, Employees must complete and submit an expense report as per the policy limits. The expense report will be approved needs to be approved by Business Unit Head or HR Coordinator.
2. Scan and email expense reports and receipts ap_yash@yash.com along with a copy to hrops.us@yash.com & your immediate YASH Internal Reporting Manager.
3. Save original receipts for 2 years as Finance will audit expense reports periodically and at that point may ask Employees to furnish original receipts.
4. All complete and submitted expense reports will be paid within 7-10 business days after they have been approved by the Employee's Reporting Manager or HR Coordinator.
5. For expense report inquiries, Employees should send an e-mail to hrops.us@yash.com.
6. No reimbursements will be made for any relocation expenses incurred more than THREE MONTHS from the effective date in the new position – and submitted more than 30 days past the invoice date.

This policy is not intended to create contractual obligations on the part of YASH Technologies, Inc. Accordingly, no statement in this policy is intended as a contractual commitment or obligation of YASH Technologies, Inc. to any Employee. YASH Technologies, Inc., at its option, may change, add, delete, suspend or discontinue any part or parts of this policy at any time without prior notice as business, employment legislation, federal regulations, and economic conditions dictate. Any such action shall apply to existing as well as to future Employees.