

# EMPLOYEE TRANSFER POLICY

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Policy Name	Employee Transfer Policy
Version No	5
Owner	Compensation & Benefits
Last Review Date	October 1, 2019

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Date: July 4, 2017	Approved By	<b>India HR Head</b> Anil Jalali	

## 1. Distribution List

Issued to all employees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as “Capgemini” solely for the purposes of this document).

## 2. Version History

Version	Date	Description
1	December 1, 2016	Initial Release post integration
2	April 1, 2017	Section 14, Section 19 modified
3	July 4, 2017	Sections on relocation and transfer of employees are separated from the consolidated Employee Transfer and Relocation Policy and a new Employee Transfer Policy is created.
4	Dec 5, 2017	Section 12 time off – time frame to avail leaves added
5	October 1, 2019	IJP related transfer included for benefits similar to business related transfer.

## 3. Effective date

This revised policy shall be effective from October 1<sup>st</sup>, 2019

## 4. Abbreviations

BU HR	Business Unit Human Resource Partner
OAAR	Other Allowances and Reimbursements



## 5. Scope

The policy is applicable to all employees of Capgemini

## 6. Objective

The objective of this policy is to set guidelines pertaining to eligibility, benefits and entitlements for employees who are required to relocate from their base location to another city due Company business requirement including relocation under internal job posting program (IJP) where the duration of such assignment is more than 180 consecutive calendar days.

## 7. Definition

- **Transfer:** The term Transfer refers to an existing employee of Capgemini who is required to move to another work location\* of Capgemini within India where the assignment duration is more than 180 days.  
*\*For the avoidance of doubt, any transfer to a work location within the same city or extended area will not qualify as Transfer.*
- **Assignment:** For the purposes of this document, Transfer shall be referred to as Assignment.
- **New Location:** For the purposes of this document, New Location shall refer to the location that the employee has been transferred to.
- **Internal Job Postings (IJP):** Any role or position that an employee is offered via internal published list of open roles within the Company. Please read the *IJP policy* for further details

## 8. Applicability

This policy is applicable to all employees of Capgemini at all levels.

## 9. Exclusions

- Employees posted onshore (outside India).
- Freshers who are Transferred within one year of service (refer Section 19 for details).
- Contractors & Sub-contractors
- Transfers initiated by the employees (Refer Section 18).
- Relocation of lateral new joiners.

## 10. Process

Based on business requirements including movement under IJP program, an employee may be put on an assignment and below process for the Transfer will be followed:-

- The employee who is being transferred would be informed about it in writing and a Transfer letter will be issued.
- Employee will have to raise a request with BU HR and HR Shared Services to initiate the Transfer.
- Employee must complete location clearance prior to the date of Transfer.

## 11. Mode of Travel

Distance	Mode of travel across all grades
Less than 350 Kms	Road or Rail (AC II Tier)
More than or equal to 350 Kms	Air travel (Economy Class)

Travel reimbursement is applicable only for the employee and family. For the avoidance of doubt, family is defined as spouse and dependent children. All travel booking should be done via Capgemini's online travel portal only. Any direct purchase of travel tickets will not be reimbursed.

## 12. Time-Off

Employees will be eligible to avail leave as per the below table. These leaves have to be availed within 1 week prior to or post the actual date of Transfer. Transfer leave cannot be carried forward or en-cashed.

Family Status	Leave days
Single	2 Working days
Married	2 working days
Married with Child/Children	5 working days

## 13. Settling Allowance

Settling Allowance is applicable for employees who are not on probation period.

- Employees are eligible for settling allowance of one month's base pay\*.
- This will be paid through payroll and subject to tax deduction as applicable.
- This allowance is subject to employee reporting to BU HR at the New Location on the date of Transfer as mentioned in the Transfer letter.
- BU HR at the New Location must confirm reporting of the employee on the Transfer date at the New Location and such input must be provided to the Compensation and Benefits team before 10<sup>th</sup> of the subsequent month.



*\*(base pay includes the following components – Basic, HRA, Personal Allowance Conveyance, OAAAR as applicable to the employee)*

## 14. Accommodation

In case the employee cannot make immediate arrangements for his/ her stay at the New Location, accommodation will be provided at the Capgemini guest house/ listed hotel at the New Location. Expenses will be reimbursed to employee at actuals incurred by them subject to their eligible limits as set out in the India Travel and Expenses policy.

- For a single person accommodation will be provided for initial 7 days.
- For a married person if the employee is accompanied along with his/her family, accommodation will be provided for 10 days.
- Accommodation is not part of settling allowance outlined in section XIII of the policy.

Overstay at guest house/hotel will not be reimbursed and cost will have to be borne by the employee.

## 15. Food Expense

Food expenses will be reimbursed as per limits mentioned below on production of bills subject to number of days of accommodation provided.

Family Status	Amount in INR Per Day
Single	500
Married	750

## 16. Transfer Reimbursement

This is applicable to Transfer cases. All claims need to be made within 60 days of actual Transfer as mentioned in the Transfer letter.

Maximum reimbursement eligibility is based on employee grade and family status as per below.

Global Grades	Single	With Family
Grade A & B	30,000	40,000
Grade C & D	50,000	60,000
Grade E & above	75,000	100,000

*Above amount is in INR for one time reimbursement subject to production of bills.*

**The following expenses can be claimed under Transfer reimbursement subject to the limits mentioned in the above table.**

### i. Movement of Household Goods

Reasonable expenses incurred for packing, and transportation of household goods/articles by road / rail / container service (including transit insurance) will be reimbursed at actuals,



on production of receipts and proper documentary support, subject to max cap limits mentioned in the above table.

**ii. Movement of Vehicle**

- The cost of moving the vehicle from one location to another, registration and obtaining the No Objection Certificate and other administration related charges will be reimbursed at actuals on submission of receipts and proper documentary support, subject to max cap limits mentioned in the above table.
- Vehicle movement related claim is restricted to one vehicle either in the name of the employee or his/her spouse.

**iii. Lease Breakage**

This is applicable only if Capgemini provides a notice of less than one month to the employee for Transfer due to which the employee incurs loss of monthly rental due to breaking of lease.

- It can be claimed at actuals, subject to max cap limits mentioned in the above table on production of below documents\receipts:
- Lease agreement copy with the exit clause.
- Receipt from landlord stating deduction of lease breakage amount.

**iv. Brokerage for House**

Capgemini will reimburse brokerage for the house taken on rent at the New Location at actuals subject to max cap limits mentioned in the above table. The following documentation will be required:

- Invoice and payment receipt from the broker.
- Original lease agreement copy signed by the employee and the landlord or photocopy of the cheque written by them favoring the broker.
- Bank statement showing the same cheque having been en-cashed.

**v. Non-Refundable School Admission fees**

School admission fees will be reimbursed for up to maximum of 2 children, on production of receipts. Tuition fees are not covered.

## **17. Recovery of Transfer Expenses**

In case the employee resigns within a period of one year from the date of Transfer, the entire amount of Transfer allowances (including movement of household goods, vehicle, lease breakage, brokerage & non-refundable school donation) that was reimbursed to the employee will be recovered as a part of the full and final settlement.

## 18. Employee Initiated Transfer

For an employee seeking transfer for reasons other than business requirements or other than transfer due to Internal Job Posting, the following will be taken into consideration:

- Availability of the position at the desired location.
- Assignment to suit individual skills.
- In case of an employee initiated transfer, Capgemini will bear only the cost of travel at the time of transfer, at actuals as per India '*Travel and Expense Policy*'. The cost will be borne only for the employee and not the family (spouse and dependent children).

For all employee requested/initiated transfers only the benefits mentioned hereinabove (Clause 18) shall be payable. The employee will not be entitled for any other claims/reimbursements as mentioned in this policy.

## 19. Benefits for Freshers upon Joining & Posting/Transfer

### i. Upon Joining

Freshers upon joining (for training) will be provided guest house accommodation subject to:

- Availability of guest house (this is on first come first serve basis) and confirmation by ICRES.
- House Rent Allowance component will be recovered from employee's salary for duration of accommodation provided during training.
- Employee's location of residence is different from location of training.

### ii. Posting/Transfer

Upon successful completion of training and till completion of 1 year in Capgemini, such freshers joined us in grade A3/A4/A5 and B1 will be eligible for a settlement allowance (SA) of INR 5,000 if the employee is posted to a different city than where he or she is currently located or on-boarded subject to it not being a home city.

The same is explained with examples below

Home City	Current Work Location	Location of posting	Settlement Allowance eligibility
Mumbai	Bangalore	Mumbai	No
Mumbai	Bangalore	Hyderabad	Yes
Mumbai	Bangalore	Bangalore	No

Mode of travel will be as defined in the India Travel and Expense Policy and travel is allowed only from current working location to the location of posting. Allowance for transportation of goods will not be applicable. Guest house facility will not be provided in such an event.





## **20. Location SPOCs and Escalation Matrix**

Details on the specific location SPOCs and escalation matrix can be found in:

[http://talent.capgemini.com/getDocs/340BCDF5-5442-2183-6A03-6282C5459340/Location\\_SPOCs\\_and\\_Escalation\\_Matrix\\_for\\_Transfer\\_Policy.docx](http://talent.capgemini.com/getDocs/340BCDF5-5442-2183-6A03-6282C5459340/Location_SPOCs_and_Escalation_Matrix_for_Transfer_Policy.docx)

## **21. Management Rights**

Capgemini reserves the right to amend this policy from time to time, without prior notice.