

Date: 08 Jun 2021
Name: Akshay Kashyap
201, Utkal Enclave, Plot 19,
Road No 2, Cyber Village,
Hafeezpet, Hyderabad,
Telangana, PIN- 500049.

AGREEMENT

THIS AGREEMENT is entered into as of **02 Aug 2021** between **Alcon Laboratories {India} Pvt Ltd**, whose registered office is located at 11th Floor, RMZ Azure, Bellary Road, Hebbal, Bengaluru – 560092, Karnataka (hereinafter referred to as “Alcon” or “Company”) and **Akshay Kashyap, Hyderabad** (hereinafter referred to as “Employee” or “you”). In consideration of the rights and obligations set forth in this Agreement and other good and valuable consideration, including but not limited to the mutual benefits associated with the ongoing employment relationship, the sufficiency and receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Position:

You are employed in the position of **Salesforce Marketing Cloud Developer** in the Company. Your Job level will be **5**. While serving the Company in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Company at **Bangalore**.

2. Duties and Code of Business Conduct:

You will perform duties and services as required in relation to the affairs of the Company as may be assigned to you from time to time. During the term of your employment with the Company, you shall (a) faithfully and diligently perform your duties in compliance with established policies and procedures, (b) use your best endeavors to protect and promote the business interest of the Company, (c) devote your full time, attention and efforts to serve the Company, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Company or conflicts with your duties to the Company.

You will be bound by the Company’s Code of Business Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies were part of this Agreement. Without prejudice to the generality of the foregoing, you shall at all times comply with the Company’s policies and procedures (as may be intimated from time to time on the Company’s internal home page or through Company newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. Working Hours:

In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

4. Date Of Joining: You have reported to the Company on **02 Aug, 2021** at **Bangalore**.

5. Annual Fixed Compensation:

You shall be paid an annual fixed compensation of **INR 26,00,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Company's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Company. Please refer to **Annexure A** for your current compensation statement. As compensation for services hereunder and in consideration of the protective covenants set forth in clause 9,10 and 11 below, Alcon will pay Employee wages or a salary, as appropriate, in accordance with Alcon's customary payroll procedures. Employee's job title, duties and compensation may be adjusted from time to time as decided by the Company from time to time.

6. Transferability:

Your initial place of posting will be **Bangalore**. The Company reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Company.

You shall be on probation for a period of six months from the date of joining the Company. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. Please note that a confirmation letter/notification will not be issued to you upon completion of the six months probationary period.

During the six months probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the company.

7. Background Check

Your candidature will be subject to background verification and if any fact/s claimed is verified to be false, thereafter the above offer of employment will not be valid.

8. Employment and Conflicts of Interest

Employee shall faithfully and to the best of Employee's ability devote all of Employee's working time exclusively to the performance of the services as may be assigned to the Employee by Alcon. Employee agrees to abide by all policies and decisions of Alcon during the term of this Agreement. In that regards, Employee acknowledges that Employee has read and is familiar with Alcon's Conflicts of Interest policy as set forth in Exhibit A, attached hereto and incorporated herein, as evidenced by Employee's signature thereto. Alcon and Employee further acknowledge that this Agreement and Employee's employment may be terminated by Alcon or Employee at any time by giving notice as per clause 15(b).

9. Compliance & Integrity

- a) Inform the Company at once of any act of dishonesty and/or action prejudicial to the interest of the Company on the part of any person, which may come to your knowledge.
- b) You agree to adhere at all times to all applicable laws as well as internal rules of the company such as the Code of Conduct, Conflict of Interest Policy, the guidelines on reporting violations of law and policies and the other policies, procedures, guidelines applicable to your work. You are aware that a violation of the law or the guidelines could lead to disciplinary actions up to and including termination of employment.
- c) The guidelines which may be amended from time to time through publication on intranet or communicated by mails otherwise form an integrated part of this contract and the Company's payment of any incentive is conditioned on your compliance with these guidelines and with applicable laws.

- d) Accordingly, in case the Company determines that you have violated the law or any provisions of the guidelines in a material way (e.g. fraud, bribes, illegal marketing practices such as off-label promotion, or offering kick-backs), you will not earn or receive any incentive for any period in which such violation(s) occurred or were discovered, and you agree to promptly repay any incentive already received for any period in which such violation(s) occurred or were discovered.

10. Confidentiality

- a) "INFORMATION" means and includes without limitation, any and all proprietary discoveries, inventions, designs, models, technical improvements, modifications, or changes, technical knowledge, manufacturing techniques, formulae, know-how, information regarding the manufacture, formulation, packaging, quality control or assurance, components, regulatory issues, financial information, plans, customer lists, prices, pricing policies and procedures, marketing data, product data, software and other trade secrets related to pharmaceutical and preparations for over the counter sales, medical instruments and equipment, surgical devices [including intraocular lenses], contact lenses, contact lens care products and cosmetics, as well as any formula, pattern, device or compilation of information that is used or could be used in Alcon's business which is not generally known, whether patentable or un patentable, and which may give Alcon an opportunity to obtain an advantage over competitors who do not know or use it. INFORMATION shall also include information belonging to third parties, which Alcon was under an obligation to keep secret and that Employee received by virtue of his/her inclusion in a need-to-know context.
- b) Employee acknowledges that such INFORMATION vital to the success of the business of Alcon may be disclosed or made available to the Employee, or Employee already may have become acquainted with such INFORMATION by virtue of their employment. Employee shall not disclose or use at any time, either during or after termination of employment, for himself or for the benefit of any third party, except as required in his duties to Alcon, any proprietary INFORMATION, whether or not developed by Employee, unless Employee shall first obtain written consent of an officer of Alcon or unless and until such INFORMATION shall have become general public knowledge by any means other than disclosure by Employee provided that the judgement as to whether such disclosure has been made by an employee will be made by Alcon in its sole discretion. Employee's obligations of confidence and non-use shall survive termination of this Agreement and/or Employee's employment with Alcon.

11. Assignment of Proprietary Information

Employee will promptly report to Alcon any and all discoveries of any nature whatsoever, conceived or made by employee, either singly or jointly with others, in either [1] employee's field of employment, or [2] a field of interest to Alcon, or [3] conceived or made in whole or in part using Alcon facilities or time. Employee hereby assigns to Alcon and agrees that all works created or developed by Employee for Alcon in the course and scope of Employee's employment with Alcon shall be deemed work made for hire and any and all such discoveries whether patentable or un-patentable, shall be the sole and exclusive INFORMATION and property of Alcon. Employee agrees to execute all necessary papers and/or documents presented for legally effectuating and recording the assignment made herein, whether during or subsequent to employment by Alcon. Employee also agrees to assist Alcon in the drafting of any description or specifications as may be required to protect the INFORMATION of Alcon. Nothing herein shall be deemed to require Alcon to use, register in any fashion, or file patent applications for any such INFORMATION.

12. Obligations After Employment Termination

- a) Return of Assets and INFORMATION : Employee agrees that if his/her employment is terminated for any reason, he/she will immediately and without request deliver to Alcon any and all physical assets entrusted to him/her by Alcon and all records and papers and all matters of whatever nature which contain Alcon INFORMATION.

- b) Non-interference: Alcon and Employee acknowledge and agree that the Employee will acquire INFORMATION and other knowledge and information concerning the business of Alcon and its affiliates as the result of Employee's employment. Alcon and Employee further acknowledge and agree that the scope of business in which Alcon is engaged is very competitive and is one in which few companies successfully compete. Competition by Employee after having had access to Alcon's INFORMATION in any aspect of Alcon's business after this Agreement is terminated for any reason would severely injure Alcon due to the intimate knowledge in this narrow field that Alcon has disclosed to Employee. No obligations herein shall be construed to prevent Employee from exercising his/her acquired general skills after the termination of the employment relationship, except as applied to specific Alcon INFORMATION.
- c) Accordingly, Employee agrees : [a] not to solicit or take away, directly or indirectly, any person, entity or business that was at the time of Employee's termination for any reason a customer or prospective customer of Alcon or any of its subsidiaries or affiliates; [b] not to solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of Alcon or its subsidiaries or affiliates, either for Employee's own purposes or for any other person or entity; and [c] not to engage in any work or other activity – whether as owner, partner, officer, consultant employee or otherwise- involving a product, process or business similar to the product, process or business area in which the Employee worked for Alcon at any time during the period of two [2] years immediately prior to termination of employment. Employee will immediately disclose to Alcon in writing a description of his/her job title, responsibilities and duties with his/her new employer. Alcon may send a copy of this agreement to Employee's subsequent employer so that company may be on notice of the specific subject restrictions by which Employee is bound.
- d) The foregoing restrictions shall apply for a period of eighteen [18] months immediately after termination of employment with Alcon for any reason and within the country in which Employee had been working at the time Employee's employment terminates, within all states and territories of the United States of America and all foreign countries where Alcon or its subsidiaries or affiliates are doing business or have entered into agreements to do business as of the date Employee's employment terminates for any reason. Both parties agree that the terms of this clause 11 shall survive the termination of Employee's employment.

13. Expectation of Privacy

Employee acknowledges that in consideration of the use of Alcon's communication and information technology assets in the course and scope of his/her employment Alcon shall have the right to monitor and inspect any and all documents and communication contained therein or made thereon. In that regard, Employee acknowledges and accepts that he/she has no reasonable expectation of privacy with respect to the use of Alcon's communication and information technology assets.

14. Data Privacy

- a) Also, Alcon has a legal obligation to protect the privacy rights of those who entrust us with their personal information and failure to comply with data privacy requirements may lead to reputational damage to Alcon, prevention by regulators of cross-border data transfers, which could affect global projects, including our clinical development programs and Civil and criminal penalties, including significant fines and/or imprisonment.
- b) Our privacy policy framework (including the rules if any framed from time to time) sets the standards on how we collect, process and share personal information within the Alcon Group of companies ('Group') and in our relation with third parties.
- c) Every Alcon employee shall be obligated to understand and adhere to the privacy framework and to protect any private and sensitive private information of other associates, consumers, vendors, patients, physicians, pharmacies, and other stakeholder and use the information only for the intended or agreed Alcon business purposes.

- d) It is often necessary for you to provide to Alcon prior to and/or during your employment with Alcon, data about yourself and your family or for Alcon to collect information about yourself that is subject to applicable data protection, privacy or other similar laws (collectively your "Personal Information") from time to time in connection with your employment or prospective employment (or your engagement or prospective engagement) with Alcon. You agree that Alcon may process your Personal Information including your personal data and other data including your name, photo, date of birth, address, position, performance appraisal, salary, bank account, or other payment instrument details, physical, physiological or mental health or medical condition, details of identity documents, proof of address and other contact details, information concerning marital status, religion, medical records and history, biometric information, commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.
- e) Personal Information you provide will be collected, used and otherwise processed by Alcon to the extent it is necessary for the following purposes:
- I. For administration of your employment with Alcon for purposes including processing of payroll and other employment benefits, development, training, career planning, performance assessment or is otherwise necessary in relation to your employment with Alcon.
 1. Business process execution, including delivering services to clients;
 2. Human resource management, including:
 - i. The identification and determination of eligibility for employment in the country in which Alcon is established generally and qualifications relevant to employment with Alcon
 - ii. Pre-employment verification of information provided by prospective employees which include: checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;
 - iii. Pre-employment vetting of prospective employees' background and circumstances which may include: conducting background checks in relation to criminal records, obtaining information from credit bureaus to check for employees' creditworthiness, conducting reference checks in relation to employees' job suitability;
 - iv. Assessing individual work performance, attendance and disciplinary record;
 - v. Conducting employee disciplinary proceedings;
 - vi. Conducting training of employees;
 - vii. Reviewing salaries, bonuses and other benefits;
 - viii. Providing employee references which include: letters to third parties providing employee's details (excluding salary information) of employment with Alcon.
 - ix. Monitoring your business communications (by monitoring telephone, email and internet traffic data i.e. sender, receiver, subject; date and time of text messages; attachments to email; numbers called and duration of calls; domain names of web sites visited, duration of visits; and files downloaded from the internet) if required in any investigation;
 - x. Disclosure to the tax and immigration authorities; and
 - xi. All other matters relating to your employment with Alcon as Alcon consider being necessary or appropriate.
 - f) Personal Information provided to Alcon and any employment agency or recruiter appointed by Alcon in relation to your employment with Alcon will generally be kept confidential but you hereby consent and authorize Alcon to provide or disclose your Personal Information for the purposes stated in paragraph above to the following persons:
 1. Any person to whom Alcon is compelled or required to do so under law or in response to a competent or government agency;
 2. Any person where public interest or Alcon interests require disclosure;
 3. Any agent or third party service provider who provides administrative, telecommunications, computer or other services to Alcon in connection with its business;

4. Any person seeking employment references;
 5. Pension or insurance companies with whom Alcon has arranged benefits coverage for its employees; and
 6. Such sub-contractors or third party service or product providers as Alcon may determine to be necessary or appropriate.
- g) You further agree that Personal Information may, if necessary for the purposes specified above, be transferred to third parties, including any other company within the Alcon group of companies, their advisors, third parties providing products and services, such as suppliers of IT systems, pension funds, other benefits, stock options and payroll administration, as well as to regulatory authorities if required by law. You have an option to know the agencies collecting and retaining your information and have an option to not to provide the data or information sought to be collected and an option to withdraw your consent given earlier. Such withdrawal of the consent shall be sent in writing to Alcon. In the case of provider of information not providing or later on withdrawing his consent, Alcon shall have the right to terminate the employment of such provider with immediate effect.
- h) You further agree that Alcon, as well as third parties who process your Personal Information as described above, may process the Personal Information in the country where you are employed as well as in other countries world-wide. Alcon shall ensure that third parties described above shall process the received Personal Information in accordance with the purpose and within the limits under which the data was originally collected and that third parties shall provide at least the same level of protection as Alcon. Provided, however, your Personal Information shall be shared without your consent with Government agencies mandated under the law for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences.
- i) Where Alcon considers it necessary or appropriate for the purposes of data storage or processing or human resource management, Alcon may transfer your Personal Information to another member of Group companies or third party service or product providers within or outside the country in which Alcon is established, under conditions of confidentiality and similar levels of security.
- j) You have the right to request access to and correction of information about you held by Alcon and you may:
1. Check whether Alcon holds or uses your Personal Information and request access to such data;
 2. Request that Alcon correct any of your Personal Information that is inaccurate, incomplete or out-of-date
 3. Request that your Personal Information is retained by Alcon only as long as necessary for the fulfilment of the purposes for which it was collected;
 4. Request that Alcon specify or explain its policies and procedures in relation to data and types of Personal Information handled by Alcon and
 5. Withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.
- Provided however, Alcon shall not be responsible for the authenticity of the Personal Information of sensitive personal data or information supplied by you.
- k) You may be required, as part of your work for Alcon, to collect, store, use and share the personal information of individuals. When you do so, the Alcon Global Policy on the Protection of Personal Data ('Global Policy') along with the India Data Privacy SOP and the rules (if any) direct you to follow the rules laid down therein. It is important that you only collect, access and use Personal Information to the extent necessary for your work. If Indian law requires a higher level of protection for Personal Information than Global Policy or rules, the more stringent rules shall be followed and implemented. On the other hand, the Global Policy or rules take precedence if local laws provide a lower level of protection for Personal Information.
- l) The Global Policy along with the India Data Privacy SOP and rules form an integral part of your terms of employment with Alcon.

- m) The person to whom written requests for access to Personal Information or correction and/or deletion of Personal Information or for information regarding policies and procedures and types of Personal Information handled by Alcon is:

Head Human Resources,
Alcon Laboratories India Pvt Ltd
11th Floor, RMZ Azure,
Bellary Road, Hebbal,
Bengaluru - 560092, Karnataka.

To learn more about Alcon Privacy Policy/rules, please read our Personal Information Policy available at intranet page from time to time.

- n) The employee understands that Alcon Laboratories {India} Pvt Ltd has adopted the Global Policy and rules (if any) in addition to India Data Privacy SOP that regulates the processing of Personal Information and agrees to adhere to the obligations set out in therein.

15. Termination

- a) The appointment is being made on the basis of the particulars such as qualifications, etc. as given in the Employee's application for employment and if at any point of time it comes to our notice that any information given is false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.
- b) In the event a party to this offer propose to re-negotiate the terms of this offer or seeks/demands changes to the terms of the contract, the same shall render the offer Voidable at the option of the other party.
- C) This Agreement is terminable by either party giving one month notice during probationary period (including extended probationary period, if applicable) and **90** days notice on confirmation of employment. The Company reserves the right to pay or recover salary in lieu of notice period. Notice period is governed by Company's 'Policy on Notice Period' as amended from time to time and the same is communicated to the Employee.

16. Arbitration

The Parties may consider settlement by arbitration of disputes, differences or claims which arise out of or are in connection with notice period (or salary in lieu of notice period) upon termination of Employee and /or regarding amounts due (or to be recovered) from an Employee upon termination, in accordance with Arbitration and Conciliation Act 1996 by appointment of an independent sole arbitrator, to be elected by Alcon. The venue of the arbitration shall be Bengaluru, Karnataka, India and language of the arbitration shall be English. The award of the arbitral tribunal shall be final and binding on the Parties.

17. Publishing

Employee agrees not to disclose any INFORMATION of Alcon in any publication of Employee without prior written approval by Alcon. Alcon agrees that approval will not be unreasonable withheld, if the proposed release would not offer a potential competitive disadvantage to Alcon, or a competitive advantage to Alcon's competition.

18. Remedies

- a) If Employee violates the undertakings including clause 9 or 11 above for any reason, Employee acknowledges that the damage resulting there from will be immediate and continuing and therefore agrees to any injunctive relief Alcon may seek with respect thereto and that the same is necessary and proper.

- b) Nothing in this Agreement shall limit the rights or remedies of Alcon arising directly or indirectly from such breach and/or competitive employment including, without limitation, claims based upon breach of fiduciary duty, misappropriation, theft of confidential INFORMATION and/or tortious interference with contract. Further, Employee agrees to compensate Alcon for Alcon's costs and expenses, including attorneys fees, incurred as a result of any such violation by Employee.

19. Severability

Employee and Alcon agree that if any part of this Agreement shall be found to be invalid, illegal or unenforceable by the courts or law of India then that part shall not affect any of the other part and this Agreement shall be construed as if such invalid, illegal or unenforceable part had never been contained herein.

20. Assignability

If Employee and Alcon shall agree to transfer Employee to another Alcon affiliate, then this Agreement shall be automatically assigned to that affiliate. This Agreement shall inure to the benefit of any assignee of Alcon and the Employee specifically agrees to execute on demand all necessary document in connection therewith.

21. Affiliates of Alcon

An "Affiliate" of Alcon is any person, entity, individual, corporation, partnership, trust, unincorporated organization, association or other entity that is, directly or indirectly, under common control with Alcon. The protective covenants in clause 9 and 11 shall also benefit the business of Alcon's Affiliates and shall be enforceable against Employee by any such Affiliates as third party beneficiaries.

22. Law and Language

This Agreement constitutes the entire Agreement between Alcon and Employee. It is understood and agreed by Alcon and Employee that this Agreement shall be interpreted and governed by the laws of India irrespective of the place of execution or the place or places of performance. Alcon and Employee further acknowledge that this Agreement is written in English and that English is the controlling language of this Agreement.

23. Indemnification

Employee shall indemnify and hold harmless Alcon and its Affiliates from and against any and all costs, losses, claims and damages, including legal fees, cost, expenses and disbursement, incurred, in investigating, preparing or defending any suit, investigation or proceeding or otherwise, which are directly or indirectly, caused by, relating to, based upon, arising out of, or in connection with any breach of this Agreement by Employee.

24. Modifications

This Agreement may only be modified by a written instrument executed by Employee and Alcon.

25. Entire Agreement

This Agreement constitutes the entire agreement between Alcon and Employee with respect to the subject matter hereof and supersedes all prior negotiations, agreements and understandings with respect to the same.

For Alcon Laboratories [India] Pvt Ltd

Kavya Murthy
Head - Human Resources, India

AGREED as to the date first stated above:

Signature: _____ Name: _____ Date: _____

Annexure A

Components	Per Annum (INR)
A1. Annual Basic Salary	1,235,000
A2. Annual Flexi Allowance	1,365,000
A. Annual Base Salary (Basic + Flexi Allowance)	2,600,000
Provident Fund	140,400
Gratuity *	86,216
B. Retirement Benefits	226,616
C. Target Short Term Incentive **	345,000
Total Remuneration (Cost to Company) (A+B+C)	3,171,616

Pay components in line with the company policy

Total remuneration is a statement and subject to applicable policy

- * You will be eligible for the Gratuity, which is payable as per the Payment of Gratuity Act, 1972 or the current prevailing company scheme, whichever is the higher. Gratuity will be paid only upon termination of employment with the Company or upon death as per the Payment of Gratuity Act.
- ** You will be eligible to participate every year in the Short Term Incentive Plan (STI). Based on the Individual & Company Performance, employee will qualify for a performance linked bonus as per the guidelines as specified by the Company. This amount is payable subject to you being in service as at payroll date of the Company on the date of payment.
- You are eligible for an insurance coverage provided by the company . Your family members will be covered under the Group Medical insurance; the definition of family consists of your spouse and up to two dependent children for married employees and dependent parents for unmarried employee. Your medical insurance entitlement is listed in **Annexure B**
- Employees who have received relocation assistance/ allowance and voluntarily leave the Company prior to completing 12 months of full-time service must repay the company the cost incurred and relocation allowance, any waiver in amount paid / cost incurred is subjected to the company's discretion .

Annexure B

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 300,000/-	Policy benefits are in line with the company policy and are subjected to change
Group Personal Accident Insurance	INR 5,175,000/-	
Group Term Life Insurance	INR 6,900,000/-	

Relocation Annexure

Dear Akshay Kashyap,

You will be eligible for various relocation benefits as mentioned below.

- ✓ You will be paid one month's basic salary as the relocation allowance. You will be paid **INR 86,216/-**. This amount is subject to Income Tax Deduction. This is to assist you in relocating to the new place; this does not require support of any documentation.
- ✓ You will be reimbursed all actual and reasonable expenses for you and eligible dependents (Spouse & Children) for One (1) one-way trip to the new location. On Arrival to new location and if necessary, Alcon will provide company accommodation for you and eligible dependents up to maximum of 10 days. If necessary, accommodation for 5 days can be used prior to joining for exploratory purposes in the new city, another 5 days of accommodation can be used right after joining. To and fro travel for the exploratory travel can also be reimbursed.
- ✓ Travel is applicable as per Alcon's travel policy. Accommodation costs incurred after joining will be billed to company, and entitlements will be uniform across levels at a max of **INR 5500/day** inclusive of taxes.
- ✓ Foods / Meals expenses of a maximum amount of **INR 2,000** per day for the entire family is permissible for the period of stay provided by the company. Payment is subject to submission of bills.
- ✓ For Household goods movement, you have to go through only with our empaneled vendor. Goods and vehicle movement costs will be billed to company on actuals, capped at **INR 50,000/- for Job Level 8-6 and INR 75,000 for Job Level 5 & above.**
- ✓ For assistance on the Hotel booking & Household goods movement, please get in touch with **Mr. Jagadish M** (From REFS team) at **Office No – 080 4006 4600** or **jagadish.m@alcon.com**.
- ✓ You are eligible for 5 days of Paid leave as per transition policy to help you assist in relocation - **Contact HR Help Center to avail this benefit.** All relocation expenses have to be approved by HR & your reporting Manager before processing it for payment through Finance.
- ✓ Employees who have received relocation assistance/ allowance and voluntarily leave the Company prior to completing 12 months of full-time service must repay the company the cost incurred and relocation allowance, any waiver in amount paid / cost incurred is subjected to the company's discretion. In case your employment with Alcon ceases within a year, all the above benefits would be recovered.

In case you fail to join or, your employment with Alcon ceases within a year, all the above benefits would be recovered.