



LEARNINGMATE SOLUTIONS PVT. LTD.

**RELOCATION POLICY FOR NEW JOINERS
(WITHIN INDIA)**

DOCUMENT RELEASE NOTICE

The “Relocation Policy” is released to use by all personnel of LearningMate Solutions Pvt Ltd, which henceforth shall be referred as LearningMate.

This manual is subject to the LearningMate document control procedure and revision.

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REVISION HISTORY HRD

Version Ref (Released)	Release Date	Created/ Revised by	Reviewed by	Approved By	Description of the Revision	Remarks
1.0	01-Oct-2016	Kiran Joshi	Jolvin Rodrigues	Jolvin Rodrigues	First Release	

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1. PURPOSE

This policy is aimed at providing assistance to candidates who will be relocating to join LearningMate from their current location.

2. SCOPE

This policy applies to all the new joiners who join from a location other than where the LearningMate offices are located.

3. DEFINITIONS

New joiner is a new entrant in LearningMate. This would include people who have worked previously with LearningMate as well.

4. PROVISIONS

- Employee will be eligible to receive reimbursement towards actual expenses for transportation of personal belongings up to the maximum limit as specified in the table below on production of bills. This is inclusive of & limited to :
 - Reimbursement of travel expenses.
 - Financial assistance for transportation of personal belongings.

Any deviations, under exceptional, will require approval from the Global HR Head.
- Accommodation will be provided by the company for the employee either at the company's guesthouse or at a designated hotel booked by the company for a period of 14 days.
- Relocated employees shall take approval for relocation expenses reimbursement by filling up the relocation expenses form provided in Annexure 1, with reasonable detail and vouchers for all expenses incurred, to the Business Head keeping Talent Acquisition (HR) in loop for approval. The eligibility for employee across all levels is INR 25000. This includes the travel expenses and the transportation of personal belongings.
- An Employee will bear his/her personal expenses incurred on Lunch, dinner, liquor consumption, cigarettes, personal telephone calls and entertainment at the Hotel. These additional personal expenses are to be settled by the Employee before checking out from the Hotel/Guest House. The employees will not be paid in lieu of company provided accommodation.
- If an Employee resigns from the company for any reason prior to completion of 1 year of service with LearningMate, the Employee is required to refund the relocation fee and all expenses related to Relocation purpose which have been incurred by the company. This refund fee/expenses must be paid

in full 15 days prior to getting released from the services of the company or will be adjusted against the final settlement payment.

- Self-request-Home Town re-locations shall not be entertained.
- Employees to be relocated should be made fully aware of the contents of this policy. Any questionable expenses should be resolved with the HR representative before the expense is incurred. Because relocation involves many aspects, any exceptions to this policy require the prior approval of the Global HR Head.
- Production of fake bills will lead to termination from the organization.

5. PROCEDURE

- The concerning Recruitment executive will put a request to the location Admin team regarding the relocation of the candidate for the Guest House arrangements.
- All requests for accommodation will be approved by the Global HR Head.
- All relocation expenses will have to be claimed within 2 months from the date of joining.
- New joiner will have to submit the actual proof of documents regarding relocation to the concerned Recruitment Executive along with the relocation voucher available in the Infoweb.
- The reimbursement payment processing will take 15 working days from the day of the submission of bill.

6. APPROVALS

All requests of employee relocation must be approved by the Business Head/Horizontal Head and the Global HR Head prior to actual relocation or commitment to the employee. In addition, any exceptions to this policy require the prior written approval of the Global HR head.

7. EXECUTIVE OWNER

Global HR Head

8. ROLE & RESPONSIBILITIES

Roles	Responsibilities
New Joiner	Ensure all the bills submitted are in original and the vouchers are duly filled Take necessary approval from manager
Recruitment	Ensure all approvals for in place for relocation amount before the joining of the candidate Cross check the bills and the vouchers
Accounts	Provide the settlement as per the policy

9. MAINTENANCE AND UPDATE TRIGGER

The policy to be reviewed every once a year in April.

Annexure A

- Employee needs to fill in the expense voucher attached below for claiming the reimbursement



Exp_Voucher.xls