



## **BLAZECLAN TECHNOLOGIES PVT. LTD.**

### **SHORT-TERM TRAVEL POLICY FOR SINGAPORE Document Number: C**

**Issue Date: 1<sup>st</sup> May 2017**

**Revision Date: 20<sup>th</sup> April 2023**

© BlazeClan Technologies Pvt. Ltd. Confidentiality Clause. All rights reserved.

No part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, recording, photocopying or otherwise outside of BlazeClan Technologies Pvt. Ltd. (here-in-after referred to as BlazeClan) without the prior permission of BlazeClan.

The contents of this document are solely for internal usage of the Clanmates.

#### Your point of contact for this document

Name	Susmita Kaushik
Title	Clanmate Director - People & Culture – People Experience
Mailing Address	A-Wing, 8th Floor, Godrej Eternia C, Old Pune Mumbai Highway, Wakdewadi, Shivaji Nagar, Pune – 411005. Maharashtra, India
Email	susmita.kaushik@blazeclan.com
Phone	+91 7378665773

Issue No	Date	Section/ Sub-section changed	Author	Reviewer	Approver	Summary of changes
A	1st May 2017	All Sections	Shweta Sharma	Varoon Rajani	Varoon Rajani	First Issue
B	27 <sup>th</sup> September 2019	New Logo & Branding	Priyanka Raut	Susmita Kaushik	Varoon Rajani	Second Issue
C	20 <sup>th</sup> April 2023	Updated per diem details	Priyanka Raut	Susmita Kaushik	Varoon Rajani	Third Issue

## Contents

<b>INTRODUCTION .....</b>	<b>5</b>
<b>COUNTRY .....</b>	<b>5</b>
<b>SCOPE .....</b>	<b>5</b>
<b>ROLES &amp; RESPONSIBILITY.....</b>	<b>5</b>
Management.....	5
People Experience.....	5
Clanmates.....	5
<b>POLICY COVERAGE.....</b>	<b>5</b>
Interpretation.....	5
<b>ENTITLEMENTS [SHORT TERM] .....</b>	<b>5</b>
Business Visa & Passport.....	5
Travel.....	6
Accommodation .....	6
Per Diem / Daily Allowance.....	6
Medical .....	6
Implementation .....	7
<b>DRESS CODE .....</b>	<b>7</b>
<b>IMPLEMENTATION .....</b>	<b>7</b>

## Introduction

To cater to the needs of Clanmate, who as per the business requirements, are deputed / transferred to Singapore for a business assignment.

## Country

Singapore

## Scope

The scope of the policy is limited to all Clanmates of BlazeClan Technologies Pvt. Ltd. and Clanmates of BlazeClan Technologies Pte. Ltd. who are deputed / transferred to Singapore on an employment pass for assignment in Singapore beyond a period of 30 days.

## Roles & Responsibility

### Management

To ensure all support towards PEx functions in terms of giving suggestion, modification and approval to the processes.

### People Experience

The PEx team is responsible to update this policy as per organization needs. Review this policy from time to time to make relevant changes as and when need arises and get the policy document reviewed and shared with all concerned

### Clanmates

This is responsibility of each Clanmate to follow the procedure and guideline mentioned in the policy document.

## Policy Coverage

### Interpretation

- Year: the word year in this policy refers to a Calendar Year until and unless specified otherwise in the policy
- SGD: represents the currency of Singapore namely Singapore Dollar
- INR: represents the currency of India namely India Rupee

## Entitlements [Short Term]

### Business Visa & Passport

- The company will arrange for a Singapore Business Visa and the charges for the

same shall also be borne by the company.

## Travel

- All Clanmates will travel by economy class only.
- A return ticket will have to be booked every time the Clanmate travels on business visa.
- The arrangements of travel will be done by the company including travel from Pune to Mumbai Airport and transfer from Airport in Singapore to the designated hotel.
- Any deviations will be allowed only with prior approval of Management.

## Accommodation

- Company will provide accommodation to the Clanmates for the duration of the stay

## Per Diem / Daily Allowance

- Clanmates on deputation will be entitled to a daily allowance of **SGD 60/-** to defray expenses towards Food, Transport and other miscellaneous expenses per day.
- The allowance paid as per above entitlement will be required to produce receipts and bills.
- At least, 65% of the total per diem amount (i.e. per diem X no. of days) must be supported by Bills in original\*.
- If there is a shortfall in bills submission, for the shortfall value:
  - either the forex (cash/ card) must be returned,
  - or, if not returned, it will be taxable \*\* - in the hands of the Clanmate;
- For Balance 35%, a declaration will be taken by the Clanmate – and no bills will be required to submit for this value
- \* Please note scan, photocopy versions will not be accepted. If bills are received only via mail, or through website – such bill scan be accepted at the discretion of Finance.
- \*\* Taxable portion under point 1 will be reflected in the payslip & Form 16 and tax will be calculated based on income tax slab rate of the Clanmate.

## Medical

- For international travels, Clanmate must enrol for Medical Insurance.
- The necessary Travel Insurance will be arranged by Admin department of the Company
- Clanmate must collect Insurance Documents / Medical Card from Admin department prior to departure.

## Implementation

- In the event the host company provides for any or all the following, the company reserves the right to review the Per Diem allowance payable to the Clanmate
  - ✓ accommodation,
  - ✓ food,
  - ✓ transport
  - ✓ miscellaneous expenses
- The management reserves the right to modify, amend, withdraw in part or full policy as and when it deems fit without prior notice.

## Dress Code

- All Clanmates are required to wear neat and proper attire to work.
- When meeting with external parties, business partners and clients, all Clanmates are to dress appropriately in smart business formals.
- The Smart Casual dress code is applicable for Wednesday, Thursday and Friday. However, if the Clanmate has meetings with clients on these specific days, he/she shall dress in business formal attire.
- The following attire shall not be considered as Smart Casuals and is not acceptable when reporting to work at **ALL TIMES**:
  - ✓ Shorts, torn jeans, singlet
  - ✓ Short (above knee)/miniskirts, Spaghetti Strap, Tank Tops, Bermuda
  - ✓ Chappals/slippers

## Implementation

- This policy comes into effect from 1st May 2017.
- Deputation done on request and convenience of the Clanmate will be considered as voluntary deputation. In such cases the Clanmate will not be entitled to:
  - Loan, and
  - Transfer of Belongings
- The management reserves the right to modify, amend, withdraw in part or full policy as and when it deems fit without prior notice.