

# **Global Travel & Expense Policy**

## **Indus Valley Partners**

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## **Abbreviations**

Below is the summary of abbreviations used across the document.

Abbreviations	Full Form
Admin	Administration
AVP	Associate Vice President
CCO	Chief Commercial Officer
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CTO	Chief Technical Officer
D/ AD	Director/ Associate Director
EVP	Executive Vice President
HR	Human Resources
JFK	John F. Kennedy International Airport
MD	Managing Director
SD	Senior Director
SVP	Senior Vice President
TAT	Turn Around Time
TSA	Transportation Security Administration
VP	Vice President
SPOC	Single Point of Contact

# 1. Introduction

## 1.1 Purpose

The purpose of this policy is to provide adequate knowledge to IVP employees about the terms and conditions of business travel, requisite procedures and guidelines pertaining to both domestic and international travel including necessary regulatory and documentation requirements.

The policy also details the allowances / benefits that an employee would be eligible for during business travel.

Your comfort and your peace of mind are very important to us. The endeavor of the guidelines is to explain and offer an insight into some of the things that you need to face whilst travelling and how to deal with them.

## 1.2 Scope

- This document establishes procedures and provides guidelines for all Employees, incurring business travel and expenses, while developing the concept of Travel Best Practices.
- Employees will be reimbursed for necessary and actual expenses that are incurred while performing company business. While employees are not expected to suffer financial or personal hardships while traveling on company business, neither are they to obtain financial gain nor raised standard of living. Employees are expected to exercise prudent business judgment in relation to all travel and expenses. A reasonable approach is for the employee to spend the money as if it were the employee's own.
- While all efforts have been made to cover different scenarios in this policy, if employee has any specific requirements / clarifications they should reach out to [travelhelpdesk@ivp.in](mailto:travelhelpdesk@ivp.in) for guidance. Such a request should be made before taking any action and not post the travel. We encourage the employees to clear their ambiguity before undertaking the travel.

## 1.3 Exceptions

- This policy does not apply to permanent relocation or similar moves.

# 2. Guidelines

## 2.1 Employee's Responsibilities

- Business travel must be planned well in advance (see the schedule below) and realized in an efficient and cost-conscious manner.
- Employees at all levels shall ensure that they make their business trips in good time. The minimum lead-time is:
  - Domestic travel: 7 working/ business days in advance.
  - International travel: 15 working/ business days in advance.

**Note:** Visa processing timeframe for various countries differ from case-to-case basis, the above lead time will refer to ticket bookings only.
- The employee affirms truthfulness of the information provided on the travel portal. Incorrect information that is intentionally falsified or the result of gross negligence shall be non-compliant in accordance with company employment policies, terms of employment contract and locational regulations.

- It is the responsibility of each employee to comply with this policy and provide accurate and required supporting documentation for reimbursement. Expenses that do not comply with the policy will not be reimbursed.
- Employees must exercise sound business judgment, common sense and ethical practices when incurring expenses during business travel.
- If an employee does not use a benefit under this Policy, he/she will not be entitled to any cash alternative or reimbursement.
- In cases where meal or event costs are incurred by a group of employees, senior most employee shall make the payment and submit the claim for authorization prior to reimbursement. In all other circumstances expenses should be settled by the employee incurring the expense.
- In certain countries, some reimbursements that employees receive for travel expenses may be taxable. Whether or not the company has recorded these items on the employee's pay slip, or applied withholding taxes, employees are responsible to correctly report their own taxable income in each jurisdiction where they have an obligation to file tax returns.

## **2.2 Company's Responsibilities**

- The company will reimburse its employees for necessary, reasonable, and approved business travel and other expenses subject to this policy.
- Travel and expenses should be consistent with the needs of the business and should be used to accomplish business objectives in a cost-efficient manner and in compliance with the company's safety requirements.
- The company reserves the right to refuse reimbursement of any expenses incurred out of the preview of this policy.

# **3. Business Travel**

## **3.1 Preparation**

- **Employee must ensure:**
  1. That he/she must possess a valid passport, mandatory Visas for the entire duration of travel to a foreign country.
  2. To get a cash advance (if any) before the start of travel to manage the necessary expenses.
  3. To check travel itinerary carefully before the start of travel.
  4. To comply with all necessary vaccination requirement (COVID) and carry the vaccination certificate during the travel as per the airlines and respective Country's Guidelines.
  5. To be ready to travel as per itinerary.
- **Mandatory requirements to travel overseas.**
  - **Visa:** Employee must ensure he/she possesses the necessary visas when required as a condition for travel, transit, and entry in the visiting country. Employee shall follow his/her legal entity specific guidelines for applying visa.
  - **Travel ticket:** Employee should ensure that he/ she gets the Travel tickets from travel portal.

- **Travel Insurance:**
  - International - Employee should ensure that he/ she gets the Travel insurance for the travel dates from travel portal. The insurance must cover an executive for personal accident and baggage loss/ damage while on tour.
  - Domestic -There is no requirement of a travel insurance while traveling domestic as it is already covered in the Company's Group Insurance
- **Forex:** Employee should apply the forex at the portal and accordingly required forex card and foreign currency will be delivered by the travel agency/bank.
- **Supporting traveling document** - Employee should reach out to [hrhelp@ivp.in](mailto:hrhelp@ivp.in) for any supporting document needed for overseas travel. The TAT for providing the documents is 48 hours.

### 3.2 Travel Request & Approval Mechanism

- All business Travel requests are to be raised using the designated self-booking travel portal (TripGain).
- Please refer the "IVP TripGain" icon on Google apps to login.
- All business travel requests must be approved on the travel portal only.
- The employee must select whether the travel is Billable or Non-billable.
- In the case of billable travel, employees must ensure that the correct customer and project name is available to facilitate the billing.
- All travel related requests to follow the approval hierarchy workflow for billable and non-billable travel as detailed in the table below:

Domestic	Approver
D/AD and above	Self- Approval
Other than D/AD	CEO/CCO/CTO/MD/SD/EVP/SVP/VP/AVP/D/AD/ Department Heads (Corporate Support)

International	Approver
CEO/CCO/MD/SD/EVP/SVP Department Heads (Corporate Support)	Self-Approval
D/AD/ VP/ AVP	CEO/CCO/CTO/MD/SD/EVP/SVP/ Department Heads (Corporate Support)
All other employees	CEO/CCO/CTO/MD/SD/EVP/SVP/VP/AVP /D/AD/ Department Heads (Corporate Support)

### 3.3 Travel Booking

- It is recommended that employees should book travel from IVP travel portal only to avail the benefits of the lowest logical fare for flights and accommodation.

### 3.4 Extensions

- Employees are recommended to plan their business trip duration as accurately as possible. However, in case of any unavoidable business reasons business travel must be extended, he /she can use the portal to make the necessary changes immediately.
- If the employees extend their stay at the host location for personal reasons, all expenses for such an extended period will be borne by the employees themselves.

## 4. Travel Eligibility

- Employees' eligibility for air travel is as follows:

Hierarchy	Air Travel Eligibility	
	Domestic	International
CEO & CCO	Economy Class	Business Class
All Other Employees	Economy Class	Economy Class

## 5. Accommodation

Eligibility	Limit # (Per night-up to)
CEO & CCO	USD 150-250 –USA* /Europe INR-14,000-India
MD/SD/EVP/SVP/VP/AVP/D/AD/ Department Heads (Corporate Support)	USD 100-200 - USA* / Europe INR-10,000-India
All other Employees	USD 100-150 USA* /Europe INR-6,000-India

# All accommodation limits are excluding applicable taxes.

\* In US first preference is IVP Guest House to stay, if not available then only try for business hotels

- The following costs will be non-reimbursable during the hotel stay:**
  - In-room paid entertainment / movies
  - Mini Bar charges and or snacks and service condiments
  - Room upgrades
  - Cancellation charges unless due to unavoidable business reasons

### **Travel to USA**

The accommodation arrangements (for short-term visits) will be made by IVP. An employee will either be put up in a company sponsored apartment/ hotel or in a client sponsored apartment/ hotel.

Please note the apartment/ hotel room provided during the overseas stay is only accessible to IVP employees.

- Take care of the apartments. Keep it neat and tidy.
- Report any malfunctions to the maintenance staff. There is usually an external agency hired to clean out the apartments, kitchen, bathrooms etc. periodically. Ensure you get the contact nos. from the previous resident of the apartment.
- Sharing an apartment with colleagues comes with certain responsibilities. Bad bathroom habits like leaving the floor wet after a bath or not cleaning up after use can be very discouraging to your room mates. The cleanliness of the apartment in general is also a must.
- For employees traveling on H1/L1 Visa - an employee will be put up in a company sponsored apartment for the initial 2 weeks. Beyond 2 weeks stay, kindly refer the employee relocation policy.
- For employees travelling on B1 visa- employee can stay as per their travel duration.

## 5.1 Laundry Reimbursement

- Employees undertaking international/domestic travel will be entitled to a reasonable laundry expense reimbursement if the travel duration exceeds 5 days, with a cap of USD 30 for every 5 days.
- This allowance would be specifically provided when the same is not included in the list of facilities provided by the hotel as part of the package.
- If the hotel / apartment has a common laundry facility, employees should make use of such facilities.
- Use of room service for laundry should be availed only where the common facility is not available.

## 5.2 Data & Voice Reimbursement

- Company travel desk agent negotiates with hotels for Wi-Fi facility while booking the accommodation.
- Employees are requested to use the hotel Wi-Fi facility for making calls / accessing the internet during their stay.
- In case the D/AD evaluates the need for additional internet access or telephone, he/she can approve the same with justification on case-to-case basis for reimbursement.

# 6. Allowances / Benefits

## 6.1 Per-diem / Daily Allowances

- Per-diem is provided to enable the employees to manage their daily essential requirements.
- Per-diem is determined basis per day requirements at various locations as per below tables:

### a) Per-diem Schedule – International Travel

Country	Currency	Per-diem
USA	USD	60
Europe	EUR	55
UK	GBP	50
India	INR	On Actuals (with a cap of INR 3,000 per day)
Other Countries	USD	60

### b) Per-diem – Domestic Travel

- For domestic travel daily spend will be based “On Actuals” for every reasonable expense against valid receipts with a cap of: -

Sector	Currency	Amount
US to US	USD	60
Europe to Europe	EUR	55
UK to UK	GBP	50
India to India	INR	3,000

- All receipts must be itemized.

**Note:** Credit card charge slip is not acceptable, as proof of receipt



c) **Per-diem inclusions**

Category	Eligibility
Meals / Room Services	Part of Per diem
Internet Expenses *	Part of Per diem
Telephone Expenses	Part of Per diem
Accommodation	Not Included in Per Diem
Rent-a-Car	Not Included in Per Diem
Tips / Service charges	Not included in per diem (cap up to 18%)
Official Inter City Travel	Allowed on actuals
Official Intra City Travel	Allowed on actuals
Laundry **	Allowed on actuals

- Per-diem will be calculated from the day the employee leaves the country till the date he/she arrives from that country. If both the events, i.e., landing and departure happen on a single day, then per-diem will be paid only for one day.
- Allowed on actuals- IVP will pay for every reasonable expense on a reimbursement basis against valid receipts.
- Rent-a-car is allowed from company contracted agencies only, wherever applicable.

*\*On a case-to-case basis, D/AD can approve paid Internet access 'on actuals' against invoice for the scenarios where internet service is very slow, or no internet is available to avoid losing productivity of employee.*

*\*\* Refer to laundry reimbursement clause 5.1*

## **6.2 Business Meal**

- Business meals include meals and refreshments provided for customers including the IVP employee(s) and related tips.
- Employees can take their extended teams and or customers for lunch /dinner during business travel and reimburse the incurred expenses for every reasonable expense against valid receipts. Where this practice is employed, the bill is paid by the most senior member of management present.
- For reimbursement of business meal expenses, the following documentation must be recorded on the expense report, along with scanned copies of itemized bills/receipts in date order:
  - Name of the client(s) along with their Company name and name of the employee(s) present /attended the business meal.
  - Exact amount and date of the expense

## **6.3 Entertainment**

- Employees may incur expenses related to business purposes such as entertaining customers for breakfast/lunch and or dinner only whereby business discussions take place immediately before, during and or immediately after the event.
- Consent from D/AD before the scheduled event.
- Employees will be reimbursed for entertaining customers if:
  - The person entertained has a potential or actual business relationship with the company.
  - The expenditure directly precedes, includes, or follows a business discussion that would benefit the company.

- To reimburse the entertainment expenses the following documentation must be recorded on the expense report along with scanned copies of itemized bills/receipts:
  - Names of the individuals are present with their titles and company name and guest list.
  - Exact amount and date of expense
  - Restaurant receipts/invoices copy.

## **6.4 Local Conveyance**

In addition to the daily allowances, the employee would also be entitled to the following:

- Conveyance allowance to travel from residence in India to airport and back in case the company's cab facility is not available.
- Conveyance allowance to travel from airport to apartment/ hotel and back at overseas locations.
- Conveyance expenses will be reimbursed against original receipts only.
- Employee to raise request through reimbursement process/workflow.
- Where public transport is accessible for travel to the workplace / facilities, it is preferred for employees to use such facilities for commuting to work.
- IVP will pay for every reasonable expense on a reimbursement against valid receipts.

# **7. Travel Expenses**

## **7.1 Reimbursement of Expenses**

- All Expense reimbursement claims request shall follow the system designated for the respective entity. All claim requests shall be submitted along with valid receipts and will be processed as per the approval workflow.
- **For Non-Billable Travel**
  - Scanned copies of bills/receipts are to be submitted for all reimbursement claims (excludes per-diem).
  - Employees are expected to retain the original receipts and supporting documents until the reimbursement claim is settled.
- **For Billable Travel**
  - If the customer travel policy insists on invoices/receipts for reimbursement of travel expenses, employees are required to adhere to the process of submission of bills.
  - No deviation will be allowed.

## **7.2 Timelines for Submission**

- If the travel duration is less than a month, the employee shall fill in the reimbursement on time sheet within 15 days of return to his / her home country or before next travel whichever is earlier.
- If the employee owes money to the company, the same must be settled at the time of submission of the expense claims to Admin ([travelhelpdesk@ivp.in](mailto:travelhelpdesk@ivp.in))

## 8. Spouse/ Family Travel/Visits

- IVP will not incur any expense for a spouse's travel.
- Where spouse / family intends to visit the employee during their stay, the admin and HR should be informed of the same and approvals obtained (subject to immigration / local regulations).
- Further, all expenses relating to such visits (travel, accommodation, lodging, conveyance, etc.) shall be borne by the employees themselves.
- Additionally, the company will not be responsible for the activities of the spouse / family member and any adverse result from the same shall be on the employees.

## 9. Getting ready to go

### 9.1 Baggage

- Baggage is as per the airline guidelines. Please check the number of bags and dimensions with airlines before travelling/booking the ticket.
- The weight allowance is usually 23Kg per piece.
- Apart from one carry-on luggage [again check the max dimensions] one is usually allowed to carry a laptop bag.
- Please ensure all your battery charger, power banks or any battery-operated items should not be in your checked baggage.
- Keep in mind that Swiss army knives, lighters, matches, nail clippers, scissors and a host of other items are currently banned from being stored in your carry-on luggage. These items are best kept in your checked baggage. Do not attempt to sneak them in your carry-on. They will be detected and discarded.
- Be sure to carry sufficient clothes according to the duration and time of stay. Bear in mind the nature of the weather during your stay.
- If you are going to live in a corporate apartment – it will usually be stocked sufficiently well with utensils etc.
- Also keep in mind that the TSA has the right to force open your baggage [without your consent].

### 9.2 At the Airport

- Be sure to reach the airport 3hours prior to the flight for international & 2hours for domestic travel.
- Always Keep your important docs close to you (tickets, boarding pass, passport etc.). You may need your ticket again while leaving the airport as it has baggage tags.
- If you are travelling from India/to India, it is advisable to register yourself on “DIGIYATRA” App.

### 9.3 From check-in to boarding

- As you enter, you must get your entire luggage x-rayed. If clear, your luggage is secured by a strip of tape.
- Once the above is done, you must check in all your luggage at the airline counter. This is also the point where you are issued your boarding pass. Don't forget to pick up tags for your handbag.
- Next, you proceed to the immigration check. The immigration officer will check your passport and may ask you some basic questions regarding your trip. He/she will stamp your passport and return the same along with the ticket. Keep this safe.
- Once this is done, you will proceed to the security check. A security officer will frisk you and your hand baggage will be re-checked.
- Now you must walk to your gate of departure and wait till your flight's departure is announced.

## **9.4 On reaching the overseas country**

### **9.4.1 Immigration interview**

- You will submit your immigration card to the immigration officer. This is a form that you fill out on the plane just before reaching the US. In this form you state details about your visit. The officer will ask you the reason for your visit and how long you expect to stay. The officer will also take your fingerprints.
- If the immigration officer is unhappy with your answers, he/she may ask you to step into another chamber for further questions. You may be made to wait a long time here, and the questioning will be detailed. You may be issued some sort of warning regarding the length of your stay if you ask for a visa for duration, which is not compatible with your visa type.

### **9.4.2 Airport & Ride to the Apartment (For USA)**

- Once clear of the step above, you will proceed to claim your baggage. From here you will proceed to the exit. You can either hire a taxi from the counter or from taxi drivers who may approach you. You should have a rough estimation of the fare from colleague(s) who have made the trip before.
- Standard Estimation in United States: ~\$75- Newark to Jersey City and ~\$175 - JFK to Jersey City - (use the prepaid yellow cab from Airport to apartment)

## **10. Client office**

You are the representative of IVP while travelling on business, please be mindful with your every action to ensure it will not impact IVP image globally.

### **10.1 Attire**

Dress smart, dress sharp, refer to the Dress Code Policy for Onsite/ Client Visit – Business Attire for more details

### **10.2 First Day**

Ensure that you have the requisite passes/ID cards. Mostly you will not have them on the first day so ensure someone from IVP is there to escort you in. Know which floor and which division you will be working on.

### **10.3 Facilities**

Most phones at the client offices will have a direct dialing facility for Long Distance and International numbers.

- Do not abuse them.
- Do not use the international facility to make personal calls.

This is very important to follow the above guidelines as our client monitors our every activity.

### **10.4 Things to remember when visiting client's office.**

- Please show the etiquette as you represent the organization and the country.
- Do not be loud; try to have discussions away from your desk or in a conference room unless it's short.
- Have your phone volume re-set to a level that's just loud enough for you. It is better to keep your phone in vibration mode.
- If out to a dinner with the client or even a company dinner, try to keep control over your alcohol intake.

## 11. Culture shock

Yes, it is bound to happen. The US and Europe are very different places and unless you have traveled abroad before you are sure to be puzzled by some of the “things” people do out there. These tips should help you out:

- Be Polite. Americans [and other residents] are usually very polite and will always greet you [even if they are perfect strangers] with a “good morning” or “howdy” and a smile. Return the greeting appropriately. Don’t stay mum. Try not to appear confused. If someone was courteous enough to hold open the lift door or a swinging door – thank him/her. I know these are minor things – but you’d be surprised how rude we appear when we don’t show our gratitude.
- When someone at the office asks- “How’d you do?” – It is best to respond with a short liner [am great, thanks for asking] or [weekend was horrible]. Do not assume the person wants a detailed version for that grin or frown you are wearing. Unless, of course, he/ she happens to be your best client buddy.
- It is very normal to find men and women dressed in what is considered appropriate attire out there but would be enough to start a riot out here. Don’t gawk/ drool/ leech/ giggle.
- It is also very normal to see couples indulge in various forms of public display of affection. Same recommendations as above apply.
- People out there are very conscious of their “personal space”. In public places, queues do not inch up very close to any person. You can judge others to get an idea of the distance.

Keep in mind the saying “*When in Rome, do as the Romans do*”. We should observe the ways of the people in a foreign country and try and adopt the good ones.

## 12. Leaving from overseas countries

### 12.1 Paperwork

- Ensure that you do not overstay beyond the date stamped on your Visa.
- Also ensure that you have collected all necessary receipts for any business expenses that you have incurred during your stay in the US. Without the receipts it is highly unlikely that the expense will be approved.
- For any expense incurred, employees can raise reimbursement on Timesheet portal (Expense dashboard)

### 12.2 Others

- Ensure that you leave the apartment in a neat and tidy manner. If you are the last person to leave – be sure to throw away all perishable food items. You do not want to start a fungi factory in the kitchen.
- On arrival in India, you will have to go through customs. The immigration officer will take your passport and stamp the same as your date of arrival to the country.

## 13. Payroll

- The payroll of the employees shall continue to remain with the home location company and the home location company will pay the salary into the traveling employee’s home location bank account.
- Kindly ensure you raise an OT (Official Tour) leave request on HRIS during your onsite stint.

## **14. Vacation Leave and Holidays**

- Employees shall be eligible for leave in accordance with the company's policy during the business travel.
- They will also be eligible for any local holiday based on the jurisdictional regulations.
- While on business travel, employees shall follow the customer's working hours / holidays.
- If there is work on holidays at travel location, then employee can apply for holiday compensation after they are back from business travels.

## **15. Separation During Business Travel**

- Separation during business travel will be handled in accordance with the company's established exit guidelines.

## **16. Audit Process**

- Each employee and the approving D/AD concerned are responsible for ensuring legitimacy, precision, and accuracy of travel claims.
- Management reserves the right to take disciplinary action (including termination) for any incorrect and/ or fraudulent claims.
- The business may re-open past claims considering any issues arising out of current claims and require the employee to make appropriate justification.

## **17. Exceptions**

Any exception or deviation to policy will be approved by the CEO.

## DOCUMENT INFORMATION

Source Filer Location	Workplace- Firm Compliance
Document Owner	Apurv Bhatnagar
Contact Email-ID	<a href="mailto:travelhelpdesk@ivp.in">travelhelpdesk@ivp.in</a>
Confidentiality Level	Internal
Proposing Changes	<i>Incorporation of IVP Travel Portal and version control</i>

## VERSION HISTORY

Version	Date	Authors	Comments
IVP/GTEP/V-3.0	28/03/2025	Apurv Bhatnagar	Incorporation of IVP Travel Portal and version control
IVP/GTEP/V-2.0	01/04/2024	Apurv Bhatnagar	Policy expansion to Global and additional version control
IVP/OSTP/V-1.1	01/04/2023	Apurv Bhatnagar	Updation of SPOC
IVP/OSTP/V-1.0	01/04/2022	Ankush Mittal	Addition of version control

## DOCUMENT REVIEWED BY

Version	Date	Reviewer	Comments
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## DOCUMENT APPROVED BY

Version	Date	Approver	Comments
IVP/GTEP/V-3.0	28/03/2025	Deepak K Batra	Approved and released
IVP/GTEP/V-2.0	29/03/2024	Gurvinder Singh	Approved and released
IVP/OSTP/V-1.1	01/04/2023	Gurvinder Singh	Approved and released
IVP/OSTP/V-1.0	01/04/2022	Gurvinder Singh	Approved and released

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