

Relocation Policy (India)

HR-PO706, Ver. 2.1

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1. OBJECTIVE

The document outlines the benefits made available by the Company to assist the associates by subsidizing the expenses incurred towards re-location from one city to another upon transfer or joining the Company.

2. ACRONYMS AND DEFINITIONS

Term/ Acronym	Explanation
ELTP	Entry Level Trainee Programmers
JTA	Junior Technical Associate
MT	Management Trainee
PACE	Platform for Agile connected enterprise
IBU/IBG	Integrated Business Unit/Group
CDU/CDG	Competency Delivery Unit/Group
AHB	Associate Handbook
TMTI	Tech Mahindra Technologies Inc.

3. APPLICABILITY

The provisions of this policy are applicable to all associates in India including associates deputed to India and as well as all TMTI associates as mentioned below:

- **Trainees (ELTP, JTA, MTs):** Associates joining the company as trainees, who are required to relocate to the place of initial training and subsequently to the place of posting.
- **New Joinees:** Associates (lateral hires), who are joining on the regular rolls of the Company in India and are required to relocate to another city for the purpose of joining. It also includes associates joining from overseas locations.
- **Transfers:** Associate who for business purposes may be required to relocate to a location different from his/her base location, by way of transfer (duration exceeding six months).
- Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

4. ENTITLEMENTS FOR LATERAL JOINEES AND TRANSFERS

4.1 TRAVEL FOR SELF & FAMILY

Lateral joinees and associates who are required to relocate on account of transfer will be eligible for reimbursement of expenses relating to travel for self and immediate family (spouse and children) by the eligible mode of travel as specified in the Domestic Travel Policy.

Reimbursement of only one instance of direct travel is permissible and should be claimed within two months of transfer to/ joining the new location.

4.2 INITIAL ACCOMMODATION

In order to facilitate initial accommodation, the Company will make arrangements for the associate & immediate family (spouse and children) stay in the Company's Guesthouse up to a maximum of two weeks. Travel request should be raised mentioning the details of accompanying dependents.

- For identification of Associate & Family members, one of the below can be used (Aadhar card/ Pan Card / Govt id proof) & photo copy to be submitted upon arrival in Guest house.

In case a hotel booking is required due to non-availability of Guest-House, the same shall be done by Corporate Services Only. For the purpose of stay in Hotel, eligibility as per the Domestic Travel Policy will apply. Reimbursement of expenses relating to hotel stay will cover only Lodging Expenses. Boarding Expenses will be borne by the associate.

4.3 RELOCATION EXPENSES REIMBURSEMENT

Lateral hires and associates transferred will also be eligible for reimbursement of expenses payable towards the following subject to the grade-specific maximum amounts as specified in Table I & II.

Lateral hires are entitled to claim reimbursement of relocation expenses only if recruiter has issued a letter authorizing relocation expenses and committed accommodation.

- **Transportation of Personal Goods**, including loading and unloading charges and transportation of self-owned Vehicle
- **Porter charges and Local Conveyance**: Local Conveyance will include expense incurred for travelling from residence to station and travel to the guest house/place of stay in the city of relocation

Table I - Entitlements - Lateral New Hires and Transfers:

Travel to locations	Amts in INR			
	Up to U3	U4	P1	P2 and above
Within 500 kms.	6000	12000	30000	40000
Between 500 and 1000 kms.	7500	15000	35000	45000
Beyond 1000 kms	9000	20000	40000	50000

In order to reduce the out of pocket expenses while relocation, we have empaneled 3 vendors to provide relocation services. The process for the same is below:

Associate to choose the vendor of their choice. Tariffs are uniform across vendors.

Vendor will raise an invoice to Tech Mahindra directly thus eliminating the need to store bills or documents for reimbursements.

Amount in excess to the policy limit will be borne by the associate as an advance.

This arrangement will be only available for company initiated relocations.

This arrangement will not be applicable for the below cases, however, associate may choose to use the vendor by bearing the full cost:

1. Associate relocating due to personal reasons
2. Associates relocating from abroad.
3. New hires required to relocate on account of joining the company.

However, if an associates wishes to go with any other vendor of their choice, they can do so and follow the reimbursement process.

Contact details of the vendors:

Name of Vendor	SPOC Name	Contact No.	Email ID
Interem	Ms. Aiswarya Naresh	9967237220	aiswarya.naresh@interemrelocations.com
SantaFe	Mr. Suhas Soyane	7303452234	SFINTechMahindra@santaferelo.com
Maxwell	Ms. Mary	9393333009	ccs@maxwellpackers.com

Table II - Entitlements for associates joining from overseas:

Up to U4	P1 and above
Rs.50,000/-	Rs.1,00,000/-

5. ENTITLEMENT FOR TRAINEES UPON JOINING

An Associate joining Tech Mahindra as a Trainee (ELTP, JTA, MT etc.) will be eligible for reimbursement of expenses up to a maximum amount of Rs.15,000/-payable towards expenses incurred owing to relocation to the place of initial training as well as to the location of posting subsequent to training. This is an all-inclusive amount payable at actuals towards the trainee's travel, movement of baggage as well as initial hotel accommodation for the trainee alone.

There will be no payout in case the training location/final posting is the same as the associate's hometown.

1. GLCs

- Guest house accommodation and initial travel per domestic travel policy will be provided for the period of training
- Associates will be eligible for relocation entitlements similar to lateral hires once they are posted to their final joining location.

6. CLAIM SUBMISSION

Reimbursement claims should be made via the Self Service module in PACE. The expenses reimbursement will be at actuals subject to submission of the following original documents:

- Consignee Copy
- Packing List
- Invoice from Transporter

All expenses reimbursements pertaining to the relocation should be claimed through a single expense report. Expense report, should be submitted to Finance, along with the supporting documents and transfer/relocation letter stating the eligibility and should be claimed within two months of transfer to/ joining the new location.

Relocation expenses stand recoverable in full; if an Associate leaves the Company within 6 months from date of joining the Company. This will not be applicable for Trainees (ELTPs, JTAs and MTs)

7. ASSOCIATE INITIATED TRANSFER

The Company will attempt to facilitate the associate's request for transfer for personal reasons, to a reasonable extent. However it may not be possible for the Company to accede to all requests for transfer.

Where relocation is purely on account of the associate's request and would otherwise normally not be required, expenses towards such relocation will not be eligible for reimbursement. Relocation owing to selection through IJP will however constitute a business initiated transfer.

8. ACCOMMODATION UPON REPATRIATION

Accommodation for associates & their families relocating to India upon completion of long term assignment at onsite.

- Associates will be eligible for 7 days of accommodation (for self & immediate family members (i.e. spouse and children) upon relocations. No extensions will be applicable.
- Entitlements will be as per the India domestic travel policy per diem eligibility (Inclusive of Taxes).
- Accommodation will be arranged by CS in the Company guest house (subject to availability) and if unavailable in company identified hotels.
- Reimbursement will be subject to submission of tax invoice.
- Self-arranged accommodation will not be eligible for reimbursement.
- Please refer country specific AHB's for repatriation allowance (for baggage, goods etc).
- Accommodation will only be provided for family members if they are relocating with the associate.

Request for accommodation needs to be raised along with the travel request, by the associate (on PACE. It is also important that associates ensure travel request approvals on time so CS is provided sufficient time period to make the necessary arrangements.

Claims should be submitted by the associate to finance through the self service module on PACE along with the necessary supporting documents.

Each unit/department shall make the necessary budgetary provisions to accommodate expenses incurred on accommodation reimbursements

8.1 WHAT/WHEN/HOW – REPATRIATION ACCOMMODATION

Who	What / When / How
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Associate	<ul style="list-style-type: none"> Process adherence Raise request for accommodation Ensure on time approvals Submit all necessary documents and raise reimbursement request as per process
CS	Make the necessary accommodation arrangements and confirm to associates. Ensure process adherence.
FINANCE	Approve the reimbursement claims of the associates and facilitate timely payment.
IBU Head	To approve travel request on time.

9. DEVIATION APPROVAL

Deviation	Approving Authority
Mode of travel	IBG/CDG/Function Head
Relocation Expenses Reimbursement	Up to 10% - IBU/CDU/Function Head >10% & < 20% - IBG/CDG/Function Head >20 % - COO
Initial Stay	IBG/CDG/Function Head. Not applicable for Accommodation Upon Repatriation

10. ROLES AND RESPONSIBILITIES - INDIA RELOCATION

Who	What / When / How
Associate	<ul style="list-style-type: none"> To raise the Travel Request through PACE in case of relocation due to transfer. To raise the Expense Report through PACE within two months of joining/transfer. Book guest house in advance through Travel Request and vacate within two weeks of transfer.
Finance	<ul style="list-style-type: none"> To timely approve and process the claims as per associate's eligibility.
CS	<ul style="list-style-type: none"> To confirm guest house/hotel stay to the associate on receipt of Travel Request.

11. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I 1.0	13 Aug' 2013	Process Owner	Function Owner	Function Head	First Integrated Issue. Replaces Transfer Policy and Relocation for New Hires
I1.1	21 st Nov 2014	Process Owner	Function Owner	Function Head	Initial accommodation benefit extended to immediate family also.
1.2	22-Dec-	Process Owner	Function Owner	Function Head	P Sub Bands Merged (

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
	2014				Clause 4.3)
1.3	01-April-2015	Process Owner	Function Owner	Function Head	Added Repatriation accommodation policy benefit. Section (8)
1.4	04-June-2015	Process Owner	Function Owner	Function Head	PS updated to PACE.
1.5	10-Sept-2015	Process Owner	Function Owner	Function Head	Updated clause on Claim Submission (6) Document Formatting
1.6	08-Feb-2017	Process Owner	Function Owner	Function Head	Updated Applicability (Section 3) and Claim Submission (Section 6)
1.7	02-March-2017	Process Owner	Function Owner	Function Head	Updated Applicability (Section 3)
1.8	18-Apr-2017	Process Owner	Function Owner	Function Head	Updated Relocation Expenses Reimbursement (Section 4.3)
1.9	08-May-2017	Process Owner	Function Owner	Function Head	Updated Entitlement for Trainees Upon Joining (Section 5). Policy will take effective 01st June, 2017
2.0	31-Jan-2018	Process Owner	Function Owner	Function Head	Updated applicability, accommodation upon repatriation and deviation approval.
2.1	03-May-2018	Process Owner	Function Owner	Function Head	Effective 14 th May, reimbursement process changed