



# HEXAGON

## Relocation Policy

Relocation for new hires

**Revision:** 1.1

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# 1. Introduction

Purpose of this policy is provide reimbursement limits for relocation assistance to employees joining Hexagon Capability Center India (HCCI) from outside locations.

## 2. Scope & Eligibility

All Full-Time employees required to relocate from their place of residence/current work location outside of the cities of HCCI offices, shall be eligible to claim the relocation expenses.

## 3. Definitions

Detailing out all the important terms from the policy document

Term	Definition
Family	The family defined for this policy includes self, spouse and dependent children

## 4. Procedure

The relocation assistance from the company is categorized as given below

### 4.1 Travel

- ❖ Employees joining at Band 9-6 shall be entitled to a one-way Economy Class Air ticket for themselves to the city of posting. Employees at Band 5-A2 shall be entitled to Economy Class Air tickets for themselves and family.
- ❖ The relocation assistance will also include one-time travel from the Airport to the HCCI office or the employee's residence or place of stay as arranged by the organization.
- ❖ In case of any flight route change due to personal requirements, the differential amount between the flight tariff from the designated city to the official destination and the revised flight tariff from the personally chosen city to the official destination shall be borne by the employee.
- ❖ In cases, where the employee's current place of residence and the work location are not connected by air, the reimbursement shall be restricted to AC Second class train fare.
- ❖ The expenses towards travel are limited to a maximum of INR 40,000(INR Forty Thousand) or actual whichever is lesser.

### 4.2 Accommodation

- ❖ The company shall provide accommodation to the employee at a hotel or bear the expense of the stay in a place of their own choice up to a maximum of 14 days and the total cost not exceeding INR 70,000(INR Seventy Thousand).
- ❖ Food & other expenses incurred are not covered by the company.

### 4.3 Shifting of House-Hold Goods

- ❖ The company will also provide the option to the employee who along with their family, may have to bring in personal household effects from their respective locations.
- ❖ The expenses towards household goods are limited to a maximum of INR 50,000(INR Fifty Thousand) or actual whichever is lesser.

### 4.4 Shifting of Vehicle / Personal Car

- ❖ Employees at Band 5 to A2 shall have the provision to reimburse the expenses incurred towards moving their personal car from the current location of stay.
- ❖ The expenses towards moving the personal vehicle are limited to a maximum of INR10,000(INR Ten Thousand) or actual whichever is lesser.

## 5. Reimbursement

The claim towards expenses incurred for relocation – travel, accommodation, and shifting of household goods shall be based on the submission of original and relevant bills. The bills must be submitted to the HR department via Expensing tool within 60 days from the date of joining.

In case any employee leaves the organization within one year of joining, the reimbursement amount will be recovered during Full and final settlement.

## 6. Approval

Prior approval from the Human Resources Department towards relocation assistance is mandatory. In the event, the employee submits fake bills, the claim will be rejected and the claim amount if paid will be deducted from the salary immediately and the employee will be liable for termination of employment on disciplinary grounds.

## 7. Approval

The Human Resources Department will be responsible for the execution and administration of this policy.

## 8. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	12-Sep-2023	Updating policy in revised format	Manoj Patloori	Nousheen Khan
1.0	20-Dec-23	Revised limit for Shifting of Household goods, effective 1 <sup>st</sup> Jan 2024	Anant Gupta	Nousheen Khan
1.1	5-Jun-2024	Revised limit of number of days of accommodation from 10 days to 14 days and max. limit from INR 40K to INR 70K. Revision effective 1 <sup>st</sup> July 2024, for new hires joining on or after 1 <sup>st</sup> July 2024	Manoj Patloori	Nousheen Khan