



Transfer & Secondment

1.0 Purpose

Business demands of the organization clubbed with career interests and job enrichment for the employee may necessitate the movement of an employee to a new project/division.

Business demands may also necessitate an employee being sent on deputation for a defined period to the parent company or to any of the subsidiary/customer locations.

Transfers and Secondment will be considered without regard to age, sex, race, color, religion, national region, marital status and physical disability.

2.0 Transfer

- A Transfer is defined as the movement of an employee to another job function within Hexagon, under a new manager with or without a change in job title.
- Transfer within HCCI may happen based on organizational and work requirements and will depend on available opportunity, current project/assignment impacts, acceptance of the receiving and the relieving managers and their Department Head
- A Company initiated Transfer, can take place for reasons of organizational realignments due to business necessity.

3.0 Secondment

- Secondment of Employee shall mean deputation of full-time employee(s) for business purpose to Intergraph/Hexagon Corporation subsidiaries such that the work assignment of the seconded employee shall be at the complete discretion of the entity to which the employee is seconded.
- All Secondment shall be executed only after the Secondment agreement is signed and the terms of Secondment is clearly communicated to the concerned employee. The Human Resources Department shall communicate to the employee the details of Secondment through a formal communication.
- The employee is expected to sign the secondment letter before leaving HCCI.
- Due to the criticality of the project deliverables, employee's who go on overseas assignments are required to return to Hexagon Capability Center India and share/translate their knowledge to the Team.

Employee Status on Secondment

An employee shall assume the "Nominal" employee status upon Secondment and shall resume "Full-time" employee status upon completion of Secondment term and return to India.



HEXAGON

Employee Compensation while on Secondment

- Compensation of employees on overseas travel shall continue to be based on the prevailing term and through the payroll of HCCI in India for all types of travel unless specifically determined otherwise based on the country of travel and other consideration to structure the travel suitably.
- If the employee on Secondment is offered local compensation through an arrangement by the organization, the prevailing terms and compensation through the payroll of HCCI in India shall be suspended.
- The employee shall be communicated of such compensation details by the subsidiary or appropriate agency through the Human Resources Department.
- Upon return, the employee shall resume the Full-time employee status and the compensation in India with necessary adjustments, if any, shall be resumed through the payroll of HCCI

Performance Appraisal while on Secondment

- The appraisal of employees performance during the Secondment period shall be the responsibility of the manager.
- The manager is expected to take inputs from the onsite counterpart and complete the appraisal.
- Employees shall, for this purpose, maintain up to date time account using "ProTrak" system.

Other conditions

The notice period for an employee will be applicable as per the Secondment letter issued at the time of travel and Separation policy.

Secondment will also depend on:

- Available Opportunity
- Current project/assignment impacts
- Acceptance of the Secondment shall be responsibility of the receiving and the relieving Manager along with the Department Head.

4.0 Policy Administration

Human Resources Department shall administer this policy.