



HEXAGON

Mobile Phone Instrument Policy

Revision: 1.2

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Next Revision Date: 10 May 2025

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1. Introduction

The purpose of the policy is to provide Mobile handset based on the Business needs / Job profile of the employees.

2. Scope & Eligibility

All employees at Band 4 and above and eligible for this policy. For other bands, employees whose job profile implies consistent interaction with internal / external stakeholders are eligible based on specific approvals from HOD/CEC Member

Eligibility Limits are as below:

Band	Maximum Reimbursable Amount
Band 4 & Band 3	INR 30,000
Band 2	INR 40,000
Band 1 & above (non-CEC Members)	INR 50,000
Other employees, based on their job profile	Shall be confirmed by the respective CEC Member and CFO. The maximum reimbursable amount for the instrument is INR 30,000

3. Procedure

- For self- procured handset, the employee shall submit the necessary bills to the finance department for reimbursement through the Expensing tool
- For a self-procured handset, the ownership and maintenance/repair of the instrument shall be the employee's responsibility.
- Employees should ensure that the mobile bill is in the name of "Hexagon Capability Center India Pvt. Ltd" or the employee's name with "c/o Hexagon Capability Center India Pvt. Ltd".
- The employee in the eligible category can procure another mobile handset on completing 2 years, since the date of the last purchase reimbursement.
- Mobile handset bill needs to mention GSTN No. of HCCI in the field prescribed for GST number (for both modes of purchase online and offline): 36AAACI7746L1Z5. The invoice should contain the GST No. of the Vendor.
- If the employee exits within 2 years of the procurement, the finance team will recover the pro-rata amount for the handset.
- If the employee loses the mobile handset before the completion of 2 years (since the last purchase reimbursement), the employee will only be eligible for a replacement mobile handset post-completion of 2 years period (since the last purchase reimbursement).

4. Policy Administration & Exceptions

The Finance Department shall be responsible for administration and the final arbiter for administering this policy.

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5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	11 May 2023	Approval guidelines for other employees, guidelines for handset purchases outside India	David EGURI	Rajasekhar DUKKIPATI
1.2	19 June 2023	Removal of the point on employee purchasing a mobile handset outside India, the reimbursement to the employee would be the eligibility amount less the GST amount.	David EGURI	Rajasekhar DUKKIPATI