

Hardship Allowance Policy

Purpose

To provide guidelines when an employee is required to work at a remote location over a long duration of time (usually more than 6 months at a stretch). The Hardship Allowance is intended to compensate for hardship incurred in difficult locations. The difficulty could be due to remoteness, weather conditions, lack of access to certain facilities that are required to maintain an established quality of life, separation from family members etc. (these are indicative reasons not a complete list).

Definition

Hardship allowance is offered to an employee to accept an assignment in a difficult location as compensation for adapting to the difficult environment temporarily due to the business need.

Eligibility

- All Full-Time employees shall be eligible for the benefit under this policy.
- Applicable locations would be as aligned between employees' manager and IBHR.

Policy guidelines

- The hardship allowance is INR 40,000 per month and paid monthly to the employee throughout the term of the assignment. This will be a taxable component.
- An employee is eligible for a Hardship allowance, if he/she has worked for a minimum of 15 days in a month at that location. If employee has worked for 14 days or less in a month, the payout will be prorated to the number of days worked.
- Please note that the above-mentioned days calculation methodology is applicable in the month when the employee is joining or returning to the base location. This is not applicable when the employee is posted to that location and is travelling to base location for meetings or on vacation etc.
- For accommodation support, the organization will reimburse brokerage fees up-to INR 10,000 against bills.
- If the employee has to travel locally or within India, the cost will be reimbursed as per domestic travel policy. Definition of local travel does not include daily to and fro from residence to place of work.
- Once the employee returns to the base location, the Hardship allowance will be withdrawn.
- The immediate Manager of the employee must provide the start and end date of the assignment to the IBHRs. Based on this, the payroll team will process the monthly allowance.
- In case of any change in the dates, the onus is on the employee's manager to inform IBHR about the same, prior to the payroll deadline of that month.

Policy Administration

The Human Resources Department shall be responsible and final arbiter for administering this policy.