



HR Policy Manual 2.0



FOREWARD

This manual intends to keep employees abreast with the HRM policies and practices. Though the attempt has been made to cover and elaborate all possible factors, however, it is not conclusion.

Any amendment or new thing that may arise from time to time shall be processed and communicated to all concerned for additions / deletions. Broadly, all are expected to follow this strictly and exceptional circumstances demanding any deviation may be taken up with appropriate authority, supported by due justification.



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Employee General Guidelines

- Salary and Reimbursement of Expenses

Employees are required to fill the time report every fortnight in Timesheet.

On successful submission of time report, the employee salary would be credited into the respective bank account on last day of the month. (Incase of Week end, it will on 1st working day of next month).

- The Company should consider the taxation rules as per the local law and deduct from the employee based on the category which he or she falls.
- The financial year for the company would be considered from April to March. The employee individual performance along with company performance would be assessed in the month of February and March to determine the bonus which will be paid with the April month salary. The revised salary, if any would be considered from the next financial year. It is the decision of the Company and HR department on the salary revision decision and no modification or discussion is allowed.
- Employees, who are required to claim the reimbursements due to travel or any company agreed expenses should submit the bills or proof of expense within 45 days of the travel date to the HR department. After verifying and getting the Accounts Dept approval, the eligible expense amount will be credited to the employee account on the 2nd and 4th Friday of the month based on the claim submission.
- The employee should secure the company provided assets like Laptops, Documents and any other devices and hand it over in the working condition as and when demanded by the company or the employee is leaving the company. If the employee is failed to do so then the company has every right to decide the penalty to the maximum of product cost depending on the damage and the penalty amount would be deducted from the next month salary or final settlement.
- Internet and Mobile charges shall be reimbursed at the rate of Rs. 300 per month subject to submission of invoice.



General Responsibility of Employee

1. Each employee must maintain punctuality in attending the office and adhere the office timing which is 09:30AM to 06:30PM, Monday to Friday.
2. Based on the work demand, employees are expected to be available irrespective of office timings.
3. Each employee must maintain and keep the confidentiality of the Company and of the client.
4. Each employee must comply with the rules and procedures regarding usage of archives, documents and letters stored centrally in the office, in electronic form or otherwise. In addition, the employee must also comply with the rules and procedures for borrowing any items from the library
5. Each employee must comply with the guidance or instructions which are given to him/her by his/her supervisor as long as they are not in conflict with the basic human rights and the prevailing rules and regulations of the Company.
6. Each employee must report to the Human Resource department for each change in his/her status, address, education, etc.
7. If an employee is assigned to a client, he/she should notice and adhere to client's office hours and dress code which may differ from the Company's office hours and dress code.
8. At the client site, each employee must maintain a good working relationship with the client's employees. However, this relationship should not influence his/her professional judgment.
9. Employees are expected to reflect a favorable image by appropriate dress and hygiene.



Organization Structure

Below is the Organization level hierarchy in the order.

- Leadership Team (Director, CEO, COO)
- Sr. Manager
- Manager
- Associate Manager
- Sr. Consultant
- Consultant
- Sr. Analyst
- Analyst
- Trainee



Public Holidays

Employees are entitled to 10 public holidays in a calendar year that comprises 8 fixed holidays and 2 optional holidays. Employees may choose two public holidays of their choice (optional holidays) with prior approval from their supervisors.

Employees, who are required to work on a fixed holiday as an outcome of business requirements, will be entitled to a compensatory off in lieu of the same.

If an employee is required to work on a pre-approved floating holiday due to business requirements, then the employee can select an alternative floating holiday from the list. If no floating holiday is available in the list, then the employee can opt for a compensatory day off in lieu of the same.

Public holidays cannot be accumulated and carried forward to the next calendar year. Public holidays cannot be encashed.

The 10 public holidays availed by the employee should be charged to Public Holiday/ Optional Holiday in the time report. Employees who choose to work voluntarily on public holidays are not entitled to statutory or compensatory off benefits (if any).

The Company HR department will publish the list of holidays in every year and should notify employees before starting the new calendar year.



Annual Leave - Paid Time Off (PTO)

All employees are allowed to avail the annual paid time off (PTO) leave must follow the procedures outlined below.

1. Introduction

Paid Time Off (PTO) is an approach to providing paid time away from work in which you manage how, when and for what purpose the time is taken based on your work/life needs and priorities. Under the PTO policy, eligible employees may take accrued paid time off for many reasons, including but not limited to vacation, personal illness, family caregiving, preventative care for an existing health condition, handling a personal or familial emergency or safety issue or to observe holidays not included in Proclink's standard holiday schedule.

2. Eligibility

All Proclink employees who are on the permanent roles are eligible for Paid Time Off (PTO).

3. PTO Benefit

The number of PTO days that regular full-time employees accrue each year is exactly 22 PTO days per Calendar year.

4. PTO Year

PTO accounts are administered on a Calendar year basis. The PTO year begins on January 01 and ends on December 31.

5. PTO Accrual

The full eligible PTO days are allotted to the employee in the beginning of the Calendar year and adjusted as and when the employee applies for leave. During the relieving of Company if the employee takes more number of PTO than eligible at that month then it will be deducted during the F & F settlement.

6. Carryover of unused accrued PTO balance at end of Calendar year

At the end of each Calendar year (December 31), your unused accrued PTO balance, up to 30 days will automatically be carried over to the next Calendar year. Any unused accrued PTO balance in excess of this amount will not be carried over and will not be paid out

7. Disposition of unused accrued PTO balance upon employee transitions

As the PTO policy is designed to be a program providing employees paid time away, there is not an annual payout of unused accrued PTO. However, unused accrued PTO balances (up to 30 days) will be paid out (as per last month's basic salary) upon separation from Proclink. Any unused accrued PTO balance in excess of this amount will not be paid out.



Sick Leave (including Bereavement Leave)

All employees who are absent by reason of personal sickness / injury or sickness / injury of a spouse or partner or where a person who depends on the employee for care is sick or injured must follow the procedures outlined below.

I. GENERAL GUIDELINES

The Company employees are entitled to 8 days paid sick leave per calendar year.

Unused sick leave can accumulate up to a maximum balance of 20 days. Sick leave does not accrue once the employee accumulates 20 days sick leave. Unused sick leave up to 20 days (maximum) can be carried forward one calendar year to the next calendar year.

Sick leave is not paid out at the end of an employee's employment or if an employee transfers to another Company office or country.

Employees are entitled to sick leave where:

- The employee is sick or injured; or
- The employee's spouse or partner is sick or injured; or
- A person who depends on the employee for care is sick or injured.

For the purpose of this policy, spouse / partner defines marital status as both legally married and de facto relationships. The Company recognizes that a de facto relationship exists where two people (irrespective of gender) have a relationship as a couple living together on a genuine domestic basis, and are not related by family.

The coverage, notice and documentation requirements are outlined below.

(a) Sick Leave - Notice of Absence Requirements

In instances where an employee takes sick leave the employee should contact his or her direct supervisor by 9.00 am on the first absent day. Depending on the employee's position, it may also be necessary for the employee to notify any client who is expecting the employee that day. If the employee is absent for more than one day due to personal illness or injury, the employee should continue to contact the Company, preferably to his or her direct supervisor, in order to keep them informed of his or her condition. Employees should not rely on colleagues to pass on messages regarding absence due to sick leave.

If an employee is unassigned, he or she must notify his or her scheduler and HR representative.

If an employee knows in advance that he or she will be absent due to a personal illness or injury, the employee should notify his or her direct supervisor and scheduler as soon as possible.



(b) Sick Leave Evidence Requirements

A medical certificate from a doctor or registered health practitioner is required in the following circumstances:

- Absences of three consecutive days or longer;
- Absences of two days or longer on either side of a public holiday; Company-wide shut down or annual leave;
- All absences of two days or longer where the employee's personal / career's leave entitlement is exhausted; or
- If requested by the Company

If it is not reasonably practical for an employee to provide a medical certificate, a Declaration for Sick Leave witnessed by a Proclink Leader or employee in a role at career level Manager or above may be provided by the employee in lieu of a medical certificate.

The employee should scan and send a soft copy of the medical certificate, or Declaration for Sick Leave, to the Proclink HR Team for inclusion in their personnel file. This should be submitted within one week of the employees return to work.



Maternity Leave

All employees who are absent by reason of Maternity must follow the procedures outlined below.

A. Maternity Leave

1. All women employees are entitled to maternity benefits subject to the terms and conditions mentioned below.
2. Women employees are eligible for maternity benefit only if they have worked for a minimum period of 80 calendar days in the Company within 12 months before the expected date of delivery.
3. The maximum period an employee is entitled to maternity benefit is 26 consecutive weeks of paid leave, of which not more than 8 weeks shall precede the date of expected delivery of the child.
4. If a woman employee has not availed maternity leave before the date of expected delivery of the child, then her maternity leave will start from the date of delivery of the child.
5. In the eventuality of a miscarriage or medical termination of pregnancy (MTP), on production of sufficient medical proof, an employee will be entitled to maternity benefit for 6 weeks immediately following the date of the occurrence of such miscarriage or MTP. If the employee has had tubectomy operation, she will be entitled to maternity benefit for 2 weeks immediately following the date of such operation.
6. For any illness directly related to pregnancy, delivery, premature birth, miscarriage or MTP, an employee, on production of sufficient proof may be entitled to an additional maternity benefit for a maximum period of one month. (Note: This is in addition to leave mentioned under point 3, 4 above and/or point 5 above, as applicable).
7. Women employees can avail unpaid leaves up to 3 months in addition to the above-mentioned Maternity Benefit, provided they have exhausted their vacation balance. The request for availing the said unpaid leaves can be initiated in advance
8. It is advised that the intimation for availing Maternity leave be given by the employee at least 30 calendar days in advance and in writing to her immediate supervisor and should be copied to her People Advisor.
9. Besides the usual break allowed to all employees, all women employees who are nursing mothers with children up to the age of 15 months are entitled to avail two additional breaks of thirty (30) minutes each (including travel time) in a working day.
10. Maternity/ MTP/ Miscarriage/ Tubectomy/ Additional Maternity Leaves availed under this benefit should be charged against "Maternity/ Paternity leave" in the Time and Expense Reporting application and the additional breaks availed should be charged against "Other Approved Absence" in the Time and Expense Reporting application
11. To the extent the Company believes that the nature of work assigned to female employees is such that the said female employee may work from home, then the Company may (but is not obliged to) allow her to work from home for a maximum period of 3 months which may be reviewed on exhaustion of said period on a case to case basis, provided the employee has exhausted all maternity leaves listed in this policy. Note: The Company may



(but is not obliged to) permit such work from home, subject to such conditions that it may prescribe including but not limited to business needs, role being capable of working from home, customer confidentiality and any other technical or regulatory restriction affecting work from home

B. Surrogacy Leave

All women employees are entitled to surrogacy leave subject to the terms and conditions mentioned below:

1. Commissioning mothers shall be entitled to 26 consecutive calendar weeks of paid maternity leave.
2. Women employees are eligible for surrogacy leave only if they have worked for a minimum period of 80 calendar days in the Company within 12 months before the expected date of delivery.
3. Surrogacy leave will start from the date the child is handed over to the employee.
4. Women employees can avail unpaid leaves up to 3 months in addition to the above-mentioned surrogacy leave, provided they have exhausted their vacation balance.
5. It is advised that the intimation for availing surrogacy leave be given by the employee at least 30 calendar days in advance and in writing to her immediate supervisor and should be copied to her People Advisor.
6. Surrogacy Leaves availed under maternity benefit should be charged against "Surrogacy leave" in the Time and Expense Reporting application.



Employee Background Screening

Employee Background Screening Requirements

Required employee background screening and the corresponding maximum completion time limit for India is approx. 6 months from the joining date of employee.

The Company shall conduct following checks through agency for an employee at the time of joining and take any disciplinary action including termination if any discrepancy found.

Below are the types of check which shall be performed by the company.

1. Government Identification Verification
2. Criminal Background Screen (10 Years)
3. Global Sanctions & Enforcement Database Check
4. Education Verification
5. Employment Verification (5 years)

****Campus Hires:** *For the purpose of this supplement, Campus Hire is anyone who is hired directly from campus which may be across career levels.*

***** Education Verification** for Interns is confirmed by a reference letter from the College/ University prior to date of joining

********Employees joining at analyst career level with 0 – 6 months of previous work experience are not required to undergo a Previous Employment check.



Prevention Of Sexual Harassment at The Workplace

1. Introduction

Proclink Consulting Services LLP is of the firm belief that a safe and secure work environment leads to higher participation from employees and thus higher productivity. Hence it is committed towards every person's right towards a safe, secure, dignified and an enabling work environment within its premises. In this context it has formulated a policy with the ultimate objective to provide a safe and secure working environment free from sexual harassment for everybody at the workplace.

2. Title of the policy

This policy shall be known as the Policy on Prevention of Sexual Harassment at the Workplace

3. Effective date

This policy shall be effective from 1st January 2019 onwards.

4. Objective

The purpose of this policy is to:

1. Prohibit unwelcome behavior that constitutes workplace sexual harassment.
2. Champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions.
3. Provide a detailed framework for redressal of such complaints.

5. Scope

This policy shall be applicable to all employees of Proclink Consulting Services LLP., both permanent, or on probation. It also includes any associate engaged on a fixed term contract and on short term engagements like apprentices, summer trainees, trainees, employees on contract, consultants as well as customers, vendors & suppliers and their respective agents / employees, and all visitors at any of our premises.

6. Key Definitions

6.1 Sexual Harassment

Any unwelcome, sexually determined, physical, verbal or non-verbal conduct (implicit or explicit) which may include, but not limited to, the following:

- Sexually suggestive remarks, demand / request for sexual favors, sexually offensive visuals etc,
- Situations where an employee could be disadvantaged at one's workplace as a result of threats relating to employment decisions that could negatively affect one's working life at the workplace,
- intimidation or victimization of those cooperating with an inquiry, including the affected complainant and the witnesses.



6.2 Workplace

Workplace would include the following:

1. All offices or other premises where the Company's business is conducted.
2. All locations where company related activities are performed away from the company premises.
3. All locations where social, sports, training, business or other functions are conducted where the conduct or comments may have an adverse impact on the workplace or workplace relations.

6.3 Responsibilities towards prevention of sexual harassment

All employees of the Company have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

7. Redressal Mechanism

7.1 Internal Complaints Committee

For the purpose of investigating a complaint of workplace sexual harassment by the aggrieved person, an Internal Complaints Committee (ICC) shall be established by the organization through a written order of the Management. The committee shall have a tenure of 3 years.

This Committee shall consist of:

1. Chairperson (female)
2. Member cum Secretary (female)
3. Member (male or female)
4. Member (male or female)

7.2 Complaint Process

The aggrieved person need to make a written complaint to the ICC mentioned above either through a letter or an email. The letter must contain the following:

1. Description of the incidents
2. Dates & timings of the incidents
3. Locations where the incident happened
4. Name of the respondents
5. Parties' working relationship

The aggrieved person can also take help from a designated person from the HR Dept who shall be managing the workplace sexual harassment complaint.

7.3 Redressal Process

The Internal Complaints Committee shall follow the process in six stages as mentioned below, for addressing a complaint of workplace sexual harassment:



1. Stage One: Receipt of the complaint
 - Receive and acknowledge receipt of the complaint
 - Meet and talk to the complainant to explore options for formal and informal resolution
 - Informal mechanism
 - Formal mechanism
 - Respondent and response
2. Stage Two: Planning Carefully
 - Prepare the file and Consideration
3. Stage Three: Interviews
 - Prepare an interview plan for the complainant, witnesses and respondent
 - Assess the completeness of the information collected
4. Stage Four: Reasoning
 - Analyse and assess the information gathered during the inquiry
 - Create a timeline to prove the sequence of events related to the complaints
 - Compare similarities and differences within each of the statements made by interviewees.
5. Stage Five: Findings and Recommendations
 - Findings and Recommendations
6. Stage Six: Report
 - Writing the Report

7.4 Disciplinary Action

Disciplinary action (if any) shall be initiated by the HR Dept as per the recommendations of the Internal Complaints Committee as per the Service Rules / Standing Orders / Policies of the Organization within sixty days of the receipt of the recommendation and update both the complainant and the Management on the action taken.

7.5 Important timelines of the process

Submission of the complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving complaint
Completion of inquiry	Within 90 days
Submission of Report by ICC to Mgmt	Within 10 days of completion of inquiry
Implementation of recommendations	Within 60 days
Appeal	Within 90 days of recommendations



7.6 Information Confidentiality

The entire information collected and documented in the case shall be kept fully confidential by all the parties involved here. Leakage of any of this confidential information by any party involved would invite a penalty of Rs 5000/- in addition to strict disciplinary action.

7.7 Protection to complainant / victim

1. The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.
2. The Company will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
3. However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

8. Prevention Mechanism

The Organization shall champion the prevention of workplace sexual harassment through scheduled orientation, awareness and sensitization sessions every quarter covering all employee. The schedule and the attendance records shall be maintained by the HR Dept.

The company shall also take preventive steps based on the feedback from female employees on a regular basis.

9. Monitoring Mechanism

The Internal Complaints Committee shall submit an Annual Report to the Management which should contain the following details:

1. Number of complaints received in the particular year,
2. Number of complaints disposed off,
3. Number of cases pending for more than 90 days,
4. Number of workshops / awareness programs carried out,
5. Nature of action taken by the employer.

These reports shall be kept in the custody of the Chairman as part of statutory compliances.

10. Policy Review

This policy shall be reviewed every year and appropriate changes shall be made after due approval from the Directors.



The below policy describes various travel arrangements that can be made during business travel and the guidelines for making the travel arrangements.

1. Introduction

All business travel is to be conducted in the most cost-effective manner in compliance with the provisions of this policy and the company's Travel and Meetings Guidelines. While travel is a necessary part of our business, it represents a major company expense and time commitment. All employees are responsible for evaluating every trip to ensure the expense is justified and approved by their supervisor.

"Virtual" alternatives to travel, such as conference calls, web-conferencing, Telepresence and other collaboration technologies should be considered in lieu of travel wherever possible. In addition to reducing travel costs, the use of alternatives to travel also helps to reduce the impact on the environment as part of – Environmental Responsibility.

Policy provisions that apply to travel arrangements are detailed in the sections below.

2. Booking travel

All business travel arrangements — including air, rail, hotel and rental car reservations — must be booked through the company managed travel program, which includes the designated travel agency or the self-booking tool where available. Booking through the managed travel program will ensure access to all applicable company-negotiated discounts with preferred suppliers and will also enable the company to locate travelers in the event of an emergency. In rare instances, a client may request that Proclink employees book travel through the client's travel agency. Such exceptions require the prior written approval of the Reporting Manager.

Employees should consistently follow the guidelines below when booking travel, after first obtaining approval to travel.

Book in advance: Maximize discounts and availability with preferred suppliers by booking all air, rail, hotel and car rental reservations at least seven (7) days in advance for client-facing travel and 14 days in advance for internal travel, including training travel.

If plans change, cancel reservations as soon as possible: Maximize the opportunity for refund or reuse of air or rail tickets.

Use company-preferred suppliers: Book with the company's preferred travel suppliers to take full advantage of negotiated discounts and services. Refer to the applicable country supplement for further details about preferred suppliers.

Additional guidelines are in the sections below for air transportation, rail transportation, hotel accommodations and ground transportation.

Notice to Travelers: The company will use employee travel data to assess travel expenditure patterns and manage travel costs and policies, in accordance with Policy – Data Privacy. For



these purposes, the travel group may share employee information with the employee's functional and geographic leadership, in the form of top traveler and exception reports.

4. Air transportation

4.1 Air travel guidelines

Air travel should be purchased at the lowest cost consistent with good business practice as defined below.

Book all airline reservations through the company-designated self-booking tool (if available) or travel agency to ensure access to all company-negotiated discounts.

Book in advance. Purchase airline tickets at least seven (7) days in advance for client-facing travel and 14 days in advance for internal travel, including training travel.

Note: Fees charged by the airlines for any incidental items, such as meals or pillows, are covered under per diems and are not reimbursable.

4.2 Travel class

The travel class eligibility guidelines below apply to all travel on behalf of the company.

Travel Class Eligibility (Including Training Travel)			
Flight Time	Career Levels Manager & Below	Career Levels Sr.Manager	Proclink Leadership
≤ 3 hrs	Economy	Economy	Economy
> 3 to ≤ 10 hrs	Economy	Economy	Business
> 10 hrs	Economy	Economy	Business

Terminology: Class of service terminology for flights may vary slightly, depending on the country and carrier.

"Business class equivalent" refers to the class of travel immediately above premium economy or equivalent, economy or coach. Proclink Leadership may fly first class when business class is not offered.

"Economy" refers to "premium economy", "economy plus", "economy comfort", coach or equivalent.

Upgrades as a lower cost alternative for business/first class travel: The price differential between economy/coach class and business/first-class fares is usually substantial. Therefore, employees eligible to fly in a higher class should consider lower cost alternatives such as purchasing upgrades on economy class tickets or using upgrade benefits provided by airline frequent flyer programs. The cost of upgrades purchased by eligible employees is a reimbursable expense.



Accompanying family members: Eligible accompanying family members, travel in the same class as the employee. Employee children age two or younger are entitled to a separate seat to accommodate a child safety seat.

4.4 Air-related fees

Use the table below to determine policy on particular air-related fees.

Fee	Policy
Baggage fees	The company will reimburse any cost incurred for the first checked piece of baggage, as well as excess baggage fees if the traveler is required to have on hand equipment, books, reports, etc. which for business reasons cause weight limitations to exceed normal standards.
Airline club memberships	Not reimbursable unless eligible for a specific country program
Flight or luggage insurance	Not reimbursable
Early boarding and/or seat confirmation cost	Not reimbursable
Seat selection / guarantee fee	Not reimbursable
Last-minute reservation changes made at the airport	Reimbursable
In-flight movies and ear buds/headphones	Not reimbursable
In-flight calls or internet usage	Not reimbursable
In-flight meals, snacks	Not reimbursable (covered by per diems)
Pillows, blankets	Not reimbursable

5. Rail transportation

Employees who are at level Sr. Manager and above are eligible to reserve seats in first class or its equivalent when traveling by rail and Employees who are at level Manager and level below are eligible to reserve seats in second class or its equivalent when travelling by rail.

Employees should consistently follow the guidelines below when booking rail travel

Book all rail reservations through the designated agent to ensure access to all company-negotiated discounts, if any.



Book in advance. Purchase rail tickets at least seven (7) days in advance for client-facing travel and 14 days in advance for internal travel, including training travel.

Note: Fees charged by the rail companies for any incidental items, such as meals, are covered under per diems and are not reimbursable.

6. Accommodations/Lodging

6.1 Hotel accommodations

Hotel accommodations should be made consistent with the good business practices defined below.

Book hotel reservations through the company-designated self-booking tool (if available) or travel agency to ensure access to all company-negotiated discounts. In addition, this enables the company to locate traveling employees in the event of an emergency.

Reserve as early as possible to take full advantage of company-negotiated rates and to ensure availability of a standard room. Consistent with air and rail travel, book hotel reservations at least seven (7) days in advance of the travel date, and preferably at least 14 days in advance to ensure maximum availability.

Avoid "no show" charges by following hotel cancellation policies, which visible in the Online Booking Tool at the time of booking or communicated in your travel itinerary. Hotel "no-show" bills are not reimbursable unless the cause is business-related and is approved by the engagement/project director or his/her designee(s).

Note that only the room rate, internet charges and associated taxes are reimbursable.

6.2 Hotel-related fees

Use the table below to determine the policy on particular hotel-related fees.

Fee	Policy
Internet connection fees	Reimbursable; employees should use free Wi-Fi whenever possible to avoid Internet connection fees
Hotel staff gratuities/tips (e.g., bell staff, housekeeping)	Reimbursable
Bell stand bag storage	Reimbursable
Hotel business center services (e.g., copying, faxing, shipping)	Reimbursable for business purposes
Business calls made via hotel telephone services	Reimbursable if approved by project management. Whenever possible, use more economical options, e.g., Lync



Hotel meals	Not reimbursable (unless included in the room rate, meals are covered by per diems)
Gym, health club or recreation center daily usage fees	Reimbursable while traveling on intermittent business travel less than two months (60 days). Spas are excluded from reimbursement.
Mini-bar purchases/re-stocking	Not reimbursable
In-room safe	Not reimbursable
Hotel movies, premium TV, video games	Not reimbursable

For Domestic accommodation guidelines please refer the below table:

Entitlement		Location	Proclink Leadership	Career Levels M/SM	Career Levels TL/AM	Career Levels Others
Accommodation (per day)	Hotel (on actual, with bills; amounts are room tariffs exclusive of taxes)	Mumbai / Delhi / Chennai / Kolkata / Bangalore / Hyderabad / Pune	Rs. 8000	Rs. 7000	Rs. 4000	Rs. 3000
		Other cities	Rs. 7000	Rs. 6000	Rs. 3500	Rs. 3000

Note: If an employee chooses to stay with friends or family who happen to live in a location convenient to the project/engagement work site while actively working, no reimbursement for accommodations is provided. Under these circumstances, only per diems are provided.

7. Other travel-related fees

Use the table below to determine the policy on other travel-related fees not covered in the air, hotel and car sections above.

Fee	Policy
Foreign currency exchange	Reimbursable
Personal corporate credit card annual maintenance fees	Not reimbursable
Corporate card late payment fees	Not reimbursable
Corporate card Membership Rewards program annual fee	Not reimbursable
Lost personal belongings or cash	Not reimbursable



Within-country Business Trips, Training and Assignments

The below policy describes various travel arrangements that can be made during local business trips.

I. INTRODUCTION

This Policy describes a set of financial arrangements that apply to all employees who are assigned temporarily at the Company's request travel intermittently for business or training or to work on a within-country assignment.

All travel and assignment related expenses are charged to the project/engagement or sponsoring organization via the appropriate WBS element.

Expenses are audited by the employee's supervisor, the project/engagement CFM as well as the audit team to ensure compliance. Employees who breach policy are subject to company's disciplinary procedures.

2. Within-Country Intermittent Business Travel

Intermittent business travel is considered within-country travel, typically completed in the same workweek for business purposes (not training travel). Policy defines within-country travel as an employee's commute between his/her residence and the work site that is at least two hours one way (door to door) and the employee is assigned for less than two months (60 calendar days). Business travel also includes intermittent non-continuous travel of any duration within a calendar year or travel where an employee is working (or anticipated to work) on average less than 70% of the normal working hours in the business travel location.

The company will provide the accommodation either in hotel or a guest house. In addition to that local per diems between 600 and 900 will be provided based on the location and the employee level which is detailed below.

A. Flybacks

Flybacks are return trips to home location that typically are provided over a weekend (two full days) where the employee may spend the entire time in the home location.

B. Housing in the Assignment Location

The company will provide the accommodation either in hotel or in guest house.

C. Telephone Allowance

No extra Telephone allowance is provided which is included in daily per diems.



E. Within-Country Per Diems

All employees on within-country assignments receive a within-country per diem. Per diems are provided every day the employee is either traveling to/from the out-of-town location or is at the out-of-town location,

Per diems are based on the assignment location and are claimed via the time and expense report.

Per diems are not paid if the employee chooses to take vacation while on assignment. Per diems are paid if the employee becomes ill and as a result, takes sick days, or if it is a Company-paid public holiday and the employee is requested by project/engagement management to remain in the assignment location.

The current month per diems will be credited into the employee bank account along with the salary of that month.

Per diem rates		
Position	Metro	Non-Metro
Sr. Manager & Above	INR 900	INR 800
Manager & Below	INR 800	INR 600



International Business Trips, Training and Assignments

The below policy describes various travel arrangements that can be made during international business travel.

INTRODUCTION

This policy covers the following types of international travel:

- Short-term trips – whether on work or business

TRAVEL AND ASSIGNMENT PROFILES

Under this policy, you remain on your home location headcount and receive home location compensation and benefits unless otherwise specified in this policy. You are expected to return to your home location after travel or assignment.

SHORT-TERM TRIPS - WHETHER ON WORK OR BUSINESS

International travel to attend meetings, visit clients, or work on a project of limited duration. The short-term trips profile applies if you are:

- a) outside of your home location for less than or equal to 60 calendar days, or
- b) traveling non-continuously outside your home location in one or more country locations.

This profile also applies to an employee who must travel internationally to retain work authorization and is not currently on an international assignments policy.

Public holidays

Whether your trip/assignment purpose is work or not, you will receive the greater of your home location or your host location public holidays. If the number of public holidays in your home location is greater than in your host location, you receive the incremental days as floating holidays. If the number of public holidays in the host location is greater than at home, you must take the host location public holidays:

1. SHORT-TERM TRIPS - WHETHER ON WORK OR BUSINESS

1.1 INTRODUCTION

This section outlines Proclink support provided to you if you are on a short-term trip – whether you are working or undertaking business activities, including: international travel to attend meetings, visit clients, or work on a project of limited duration. This section applies if you are:

- a) outside your home location for less than or equal to 60 calendar days, or
- b) traveling non-continuously outside your home location in one or more country locations



Please note: It is important that you read and follow the guidance provided by the People Mobility team in this respect to ensure you remain immigration and tax compliant in the countries to which you are travelling.

1.1 A. ACCOMPANIED TRAVEL

This profile outlines support provided to the employee only.

1.1 B. REIMBURSEMENT OF EXPENSES

Travel-related expenses are submitted through Time Report.

1.2 PRE-TRIP

1.2 A. PASSPORTS

You must possess a valid passport prior to traveling and maintain the validity of the passport while traveling. Proclink reimburses the cost of your passport fees.

1.2 B. IMMIGRATION

You must obtain proper documentation including passport, visas or work permits prior to traveling to the host location. You may not travel to the host location until all required documents are finalized. Processing time depends on the host location and other requirements, and it is your responsibility to gather and provide all necessary documentation in a timely manner to avoid delays.

Proclink reimburses your cost of obtaining the necessary documentation, including any necessary medical exams or other documentation required by the immigration authorities. Optional visas for personal travel are not covered by Proclink.

You must maintain valid immigration and travel documents for the duration of your travel.

1.3 WHILE TRAVELING

1.3 A. TRAVEL TO THE HOST LOCATION

Proclink will reimburse the cost of your airfare to the host location as well as ground transportation to/from the airport.

1.3 B. EXCESS BAGGAGE

Excess baggage up to USD 150, is reimbursed if you are traveling for a continuous month or longer. The amount is converted by the internal Company exchange rate in the home location in the current month. You can seek reimbursement via Time Report. Receipts are required.



1.3.1 COMPENSATION

1.3.1 A. SALARY

You will continue to receive your home location base salary, which will be paid by your home country payroll in the normal way. In addition to that eligible per diems based on host country will be provided to you.

1.3.1 B. PAYROLL

You will continue to remain on your home location payroll and continue to receive home location benefits which will be paid or provided in the normal way.

1.3.1 C. MEDICAL INSURANCE

You are covered by Proclink's International Business Travel and Medical Insurance program which provides insurance while traveling internationally on business or training on behalf of Proclink. This coverage is available only if you are travelling outside your country of employment.

1.3.1 D. EXCHANGE RATE FEES

Reimbursement of ATM/Credit card fees associated with local currency withdrawals is limited to one fee per week.

1.3.2 TAX

It is Proclink's intent that you do not incur any increase or decrease in income tax or social tax liabilities because of travel. Therefore, an employee travelling under this policy is tax equalized as applicable.

When tax equalization is applicable, you will receive further information from the People Mobility team.

1.3.3 COST OF LIVING/PER DIEM

All employees will be paid a flat per diem of **US\$ 65/-** irrespective of the country travelling for all international travel.

1.3.4 HOST ACCOMMODATION

You will receive a hotel accommodation in the host location. In locations where hotels are not available or appropriate, a serviced apartment or other Corporate accommodation may be provided.

For additional information on the daily eligible hotel accommodation rate, reach out to the project manager or travel desk as this may vary based on host country and the employee level.

1.3.5 TRANSPORTATION

The type of transportation you are entitled to depends on local norms.

Public transportation (taxi, bus, subway, commuter train)

Costs associated with commuting to the project/work site are reimbursed. Non-business related transportation in the host location is considered a personal expense and is accounted for in the business traveler per diem.



Weekends in the Host Location

If you are required to remain in the host location over the weekend and do not receive a rental car, you will be reimbursed up to two local round trips (up to 120 minutes round trip) per weekend using appropriate public transportation for recreational purposes. Receipts are required.

1.3.6 FLYBACKS AND LEAVE

1.3.6 A. FLYBACKS

Fly-backs to the home location

Travel from the host to the home location is covered by the project/engagement and should be arranged through the Proclink's designated travel service as per the Travel Arrangements policy.

The frequency of flybacks depends on flight time between the home and host location.

Flyback Frequency	Distance of Travel
Weekly*	Short Range Travel - up to 5 hours duration
Monthly	Medium Range Travel -5 to 10 hours travel duration
Not applicable	Long Range Travel - greater than 10 hours duration

1.3.6 B. VACATION

You should continue to follow your home location vacation benefit for the duration of your travel.

1.3.6 C. LEAVE OF ABSENCE

Employees in roles are required to adhere to the home country policies and procedures for application and approval of leave of absences.

1.4 END OF TRIP

1.4 A. RETURN TRAVEL

You will receive a return airfare to the home location as well as ground transportation to/from the airport.

1.4 B. EXCESS BAGGAGE AT RETURN

Excess baggage up to USD 150 is reimbursed for an employee traveling for a continuous month or longer. The amount is converted by the internal Company exchange rate in the home location in the current month. You will be reimbursed via Time Report and receipts are required.