

DOMESTIC RELOCATION POLICY

TABLE OF CONTENTS

1. OBJECTIVE
2. SCOPE
3. OBJECTIVE AND INTENT
4. GUIDELINES
5. ENTITLEMENTS
 - MODE OF TRAVEL
 - RELOCATION EXPENSES FOR NEW HIRES AND FAMILY
 - RELOCATION EXPENSES FOR EXISTING EMPLOYEES
6. DISCLAIMER

DOCUMENT REVISION HISTORY				
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1.1	11/11/2018	HR Operations	Maintained the same	Head, HR
1.2	06/02/2019	Recruitment Team	Company provided accomodation revised to 10 days	Head, HR

1. OBJECTIVE

This policy applies to all regular employees, (including transferees, internal hires, etc.) who are being relocated due to business reasons and new hires (including local new hires) that are being relocated for a position with Altran Technologies India Private Limited (ATI).

This policy applies to indefinite moves within India. This policy does not apply to temporary assignments.

2. SCOPE

Applicable to all Full Time Employees of Altran India

3. OBJECTIVE AND INTENT

The business may choose to provide reasonable relocation assistance to employees when relocating within India as part of a business driven move. The Relocation policy supports employees when moving from their current base location to a new location, within India, provided the employees meet the pre-relocation and post-relocation eligibility requirements, if applicable. This policy applies to indefinite moves within India.

This policy sets out a clear and consistent framework for providing assistance to employees who are approved to move their main residence in order to take up a new position with Altran India.

This policy is not intended to create benefits or rights to benefits for employees or other individuals providing services to Altran.

4. GUIDELINES

1. The appendix covers the relocation allowance/ benefits.
2. In case of employee's exit within a timeframe of 12 months from the date of transfer / joining, the entire relocation amount is recoverable.

5. ENTITLEMENTS

The entitlements under this policy are as under:

- **Mode of Travel**

	Distance in Kilometers	
Level	Below or up to 500	501 and Above
L7 & Above	Air Fare	Air Fare
L4, L5, L6	Air fare	Air Fare
L2, L3	2 tier A/C train fare	Air Fare
L0, L1	2 tier A/C train fare	2 tier A/C train fare

- **Relocation expenses for New Hires and Family***

Level	Distance in Kilometres towards transportation cost			
	Above 100 or up to 500	501 to 1000	1000 to 1500	1501 and above
L7 & Above	At actuals to a maximum of INR40,000	At actuals to a maximum of INR50,000	At actuals to a maximum of INR60,000	At actuals to a maximum of INR70,000
L4, L5,L6	At actuals to a maximum of INR20,000	At actuals to a maximum of INR25,000	At actuals to a maximum of INR35,000	At actuals to a maximum of INR40,000
L2, L3,	At actuals to a maximum of INR15,000	At actuals to a maximum of INR20,000	At actuals to a maximum of INR25,000	At actuals to a maximum of INR30,000
L1	At actuals to a maximum of INR10,000	At actuals to a maximum of INR15,000	At actuals to a maximum of INR20,000	At actuals to a maximum of INR25,000
Company Provided Accommodation	10 Days (inclusive of weekends and holidays).			
Brokerage Charges	At actuals to a maximum of one month's rent			

Note:

1. Distance of travel will be taken from Google Maps.
2. The cost includes Freight, Packaging/Un-packing, Insurance charges & applicable Taxes.
3. Travel cost (as per mode of travel) with family would be treated as reimbursement over and above the transportation cost mentioned on actuals.
4. Family includes self, Spouse and up to two (2) children and dependent Parents. Family entitlements will be same as the employee entitlements.
5. Brokerage Charges will be paid on production of original receipts along with the rental agreement. Hand written receipts will not be considered.

• Relocation expenses for Existing Employees

Level	Transportation Expenses	Refundable Deposit**	Temporary Accommodation (Company provided)	Vehicle transfer and re-registration	Brokerage charges	Leave on transfer
L6 & Above	At actuals to a maximum of INR70,000	INR100,000	10 days including weekends and holidays	At actuals	At actuals to a maximum of one month's rent	5 days
L4, L5	At actuals to a maximum of INR50,000	INR80,000	10 days including weekends and holidays	At actuals	At actuals to a maximum of one month's rent	5 days
L1, L2, L3	At actuals to a maximum of INR35,000	INR60,000	10 days including weekends and holidays	At actuals	At actuals to a maximum of one month's rent	5 days

Note:

1. Refundable Deposit payable at the time of relocation is recoverable in 12 equal monthly instalments.
2. Transportation Expenses includes Freight, Packaging/Un-packing, Insurance & applicable Taxes.
3. Permanent transfer - Relocation for and above 180 days.
4. Temporary transfer - Relocation for above 30 days and less than 180 days
5. Family includes self, Spouse and up to two (2) children and dependent Parents. Family entitlements will be same as the employee entitlements.
6. Brokerage Charges will be paid on production of original receipts along with the rental agreement. Hand written receipts will not be considered.
7. Relocation Leaves should be taken within the first 3 months from the day the employee has relocated to the new city.

6. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.