**DOMESTIC RELOCATION POLICY**

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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.

# SCOPE

Applicable to all Full Time Employees of Altran India

# 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.

# 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.

# 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** | **Transportati on Expenses** | **Refundable Deposit\*\*** | **Temporary Accommoda tion (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.