



EMPLOYEE TRANSFER POLICY

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Policy Name	Employee Transfer Policy
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Contact Person	Compensation & Benefits Head
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Date: August 25, 2022	Reviewed By	India HR Team (Gunjan Rai, Burzin Katki, Andrew Issac)	India Legal Team (Bharat Mehta, Archana Gupta)
Date: August 25, 2022	Approved By	India HR Head (Aarti Srivastava)	

I. Distribution List

Issued to all employees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as "Capgemini" solely for the purposes of this document).

II. Version History

Version	Date	Description
1	December 1, 2016	Initial Release post integration
2	April 1, 2017	Section 14, Section 19 modified
3	July 4, 2017	Sections on relocation and transfer of employees are separated from the consolidated Employee Transfer and Relocation Policy and a new Employee Transfer Policy is created.
4	Dec 5, 2017	Section XII time off – time frame to avail leaves added
5	October 1, 2019	IJP related transfer included for benefits similar to business related transfer.
6	March 16, 2021	Updated SPOC and escalation matrix
7	August 25, 2022	Updated process

III. Abbreviations

RMG	Resource Manager Group
HRSS	Human Resource Shared Services

IV. Scope

The policy is applicable to all employees of Capgemini.

V. Objective

The objective of this policy is to set guidelines pertaining to eligibility, benefits and entitlements for employees who are required to relocate from their base location to another city where the duration of assignment is more than 180 consecutive calendar days.

VI. Definition

- **Transfer:** The term Transfer refers to an existing employee of Capgemini who is required to move to another work location* of Capgemini within India where the assignment duration is more than 180 days.

**For the avoidance of doubt, any transfer to a work location within the same city or extended area will not qualify as Transfer.*

- **Assignment:** For the purposes of this document, Transfer shall be referred to as Assignment.
- **New Location:** For the purposes of this document, New Location shall refer to the location that the employee has been Transferred to.

VII. Applicability

This policy is applicable to all employees of Capgemini at all levels.

VIII. Exclusions

- Employees posted onshore (outside India).
- Freshers who are Transferred within one year of service (refer Section XIV for details)
- Contractors & Sub-contractors
- Transfers initiated by the employees/Long Term Transfer (Personal). (Refer Section XIII)
- Relocation of lateral new joiners

IX. Process

Based on business requirements or Internal Job Posting, an employee may be put on Assignment

- The employee who is being transferred would be informed about it in writing and a Transfer letter will be issued.
- Business will share the input with RMG team.
- RMG team will raise the Location Transfer request in Employment Data Change (EDC) portal.
- From EDC transfer details will flow to ECMS for clearance.

- Employee will receive auto trigger email from ECMS to complete the location transfer clearances.
- Employee to follow up with respective stakeholder and complete all the clearances in ECMS mandatorily.
- Post completion of the transfer clearance, location will get updated in MyConnect.
- HRSS to release Transfer Letter on employee's official email id as per records.

X. Modes of Transfer

- **Long Term Transfer:** Any relocation from employee's base location to another city where the duration of assignment is more than 180 consecutive calendar days is termed as a long-term transfer. This can be initiated under two circumstances:
 - Business Initiated Transfer / Long Term Transfer Business
 - Please Refer section XII for details
 - Employee Initiated Transfer / Long Term Transfer Personal
 - Please refer to section XIII for details
- **Short Term Transfer:** Any relocation where Employees are required to relocate from their base location to another city for the duration of assignment less than 180 consecutive calendar day
 - Please refer to Deputation Policy document on talent Portal for the same

XI. Business Initiated Transfer

i. Mode of Travel

Distance	Mode of travel across all grades
Less than 350 Kms	Road or Rail (AC II Tier)
More than or equal to 350 Kms	Air travel (Economy Class)

Travel reimbursement is applicable only for the employee and family. For the avoidance of doubt, family is defined as spouse and dependent children. All travel booking should be done via Capgemini's online travel portal only. Any direct purchase of travel tickets will not be reimbursed. Time-Off

Employees will be eligible to avail leave as per the below table. These leaves must be availed within 1 week prior to or post the actual date of Transfer. Transfer leave cannot be carried forward or encashed.

Family Status	Leave days
Single	2 Working days
Married	2 working days
Married with Child/Children	5 working days

ii. Settling Allowance

Settling Allowance is applicable for employees who are not on probation period.

- Employees are eligible for settling allowance of one month's base pay*.
- Only long-term transfer (business) employees are eligible for settling allowance if the RMG has selected the settling allowance option as "Yes" in the EDC portal while initiating the transfer request.
- HRSS team will process the payout as per the payroll cycle.
- This will be paid through payroll and subject to tax deduction as applicable.

**(base pay includes the following components - Basic, HRA, Personal Allowance Conveyance, OAAR as applicable to the employee)*

iii. Accommodation

In case the employee cannot make immediate arrangements for his/ her stay at the New Location, accommodation will be provided at the Capgemini guest house/ listed hotel at the New Location. Expenses will be reimbursed to employee at actuals incurred by them subject to their eligible limits as set out in the India Travel and Expenses policy.

- For a single person accommodation will be provided for initial 7 days.
- For a married person if the employee is accompanied along with his/her family, accommodation will be provided for 10 days.
- Accommodation is not part of settling allowance outlined in section XIII of the policy.

Overstay at guest house/hotel will not be reimbursed and cost will have to be borne by the employee.

iv. Food Expense

Food expenses will be reimbursed as per limits mentioned below on production of bills subject to number of days of accommodation provided.

Family Status	Amount in INR Per Day
Single	500
Married	750

v. Transfer Reimbursement

This is applicable to Transfer cases. All claims need to be made within 60 days of actual Transfer as mentioned in the Transfer letter.

Maximum reimbursement eligibility is based on employee grade and family status as per below.

Global Grades	Single	With Family
Grade A & B	30,000	40,000
Grade C & D	50,000	60,000
Grade E & above	75,000	100,000

Above amount is in INR for one time reimbursement subject to production of bills.

The following expenses can be claimed under Transfer reimbursement subject to the limits mentioned in the above table.

i. Movement of Household Goods

Reasonable expenses incurred for packing, and transportation of household goods/articles by road / rail / container service (including transit insurance) will be reimbursed at actuals, on production of receipts and proper documentary support, subject to max cap limits mentioned in the above table.

ii. Movement of Vehicle

The cost of moving the vehicle from one location to another, registration and obtaining the No Objection Certificate and other administration related charges will be reimbursed at actuals on submission of receipts and proper documentary support, subject to max cap limits mentioned in the above table.

Vehicle movement related claim is restricted to one vehicle either in the name of the employee or his/her spouse.

iii. Lease Breakage

This is applicable only if Capgemini provides a notice of less than one month to the employee for Transfer due to which the employee incurs loss of monthly rental due to breaking of lease.

- It can be claimed at actuals, subject to max cap limits mentioned in the above table on production of below documents\receipts:
- Lease agreement copy with the exit clause.
- Receipt from landlord stating deduction of lease breakage amount.

iv. Brokerage for House

Capgemini will reimburse brokerage for the house taken on rent at the New Location at actuals subject to max cap limits mentioned in the above table. The following documentation will be required:

- Invoice and payment receipt from the broker.
- Original lease agreement copy signed by the employee and the landlord or photocopy of the cheque written by them favoring the broker.
- Bank statement showing the same cheque having been en-cashed.

v. Non-Refundable School Admission fees

School admission fees will be reimbursed for up to maximum of 2 children, on production of receipts. Tuition fees are not covered.

vi. Recovery of Transfer Expenses

In case the employee resigns within a period of one year from the date of Transfer, the entire amount of Transfer allowances (including movement of household goods, vehicle, lease breakage, brokerage & non-refundable school donation) that was reimbursed to the employee will be recovered as a part of the full and final settlement.

XII. Employee Initiated Transfer

For an employee seeking long term transfer (Personal) for reasons other than business requirements and transfer due to Internal Job Posting, the following will be taken into consideration:

- Availability of the position at the desired location.
- Assignment to suit individual skills.
- In case of an employee-initiated transfer, Capgemini will bear only the cost of travel at the time of transfer, at actuals as per India Travel and Expense Policy. The cost will be borne only for the employee and not the family (spouse and dependent children).

None of the Other benefits as per this policy will be payable in case of an employee requested transfer.

XIII. Benefits for Freshers upon Joining & Posting/Transfer

i. Upon Joining

Freshers upon joining (for training) will be provided guest house accommodation subject to:

- Availability of guest house (this is on first come first serve basis) and confirmation by ICRES.
- House Rent Allowance component will be recovered from employee's salary for duration of accommodation provided during training.
- Employee's location of residence is different from location of training.

ii. Posting/Transfer

Upon successful completion of training and till completion of 1 year in Capgemini, such freshers joined us in grade A3/A4/A5 and B1 will be eligible for a settlement allowance (SA) of INR 5,000 if the employee is posted to a different city than

where he or she is currently located or on-boarded subject to it not being a home city.

The same is explained with examples below:

Home City	Current Location	Work Location	of Settlement eligibility	Allowance
Mumbai	Bangalore	Mumbai	No	
Mumbai	Bangalore	Hyderabad	Yes	
Mumbai	Bangalore	Bangalore	No	

Mode of travel will be as defined in the India Travel and Expense Policy and travel is allowed only from current working location to the location of posting. Allowance for transportation of goods will not be applicable. Guest house facility will not be provided in such an event.

XIV. Location SPOCs and Escalation Matrix

Location	Contact Person	Contact Details	E-mail ID	Process Owners
PAN India	Ekta D Vira	-	ekta-d.vira@capgemini.com / TransfersAllowanceHRSSIndia@capgemini.com	B V, Manjunatha (manjunatha.b-v@capgemini.com)
Cost Center Change and Location Transfers				
1 st level of escalation – B V, Manjunatha (manjunatha.b-v@capgemini.com)				
2 nd level of escalation – Bunyan, Michael (michael.bunyan@capgemini.com)				

XV. Management Rights

Capgemini reserves the right to amend this policy from time to time, without prior notice.