

<b>Document</b>	<b>Relocation Policy</b>	<b>Issue Date</b>	Dec- 2021
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### **General Detail**

To establish a policy for the reimbursement of defined expenses incurred when employees are relocated for joining the institution/ company (hereby referred to as company/ institution/ Universal AI University) from their current base location to the place of joining at premises nestled at Karjat in Maharashtra, India and to provide financial and administrative relocation assistance to employees in order to maximize their performance and minimize their inconvenience during the relocation of the self and the dependent members of the family.

### **Policy & Procedure**

- Relocation policy is applicable to employees' involving relocation of an employee to a new location where the company/ institution expects the employee to operate for an unspecified period of time.
- Mode of travel and allowances towards the relocation shall be decided and specified by the competent authorities for the respective grades. This shall also be applicable for employee's family. (Family under this policy will deem to include the employee, his / her spouse, dependent children and dependent parents).
- One way travel cost (train/ plane) for the employee and family members will be borne by the institution. The pick up from the airport/ station will be reimbursed by the institution.
- HR department would assist the employee in settling down at the new location.
- As far as possible, the new employee will be given a minimum of 15 to 20 days' time to plan for his / her relocation, when the relocation involves moving from one city/town to another or Karjat campus or location to be decided by the institution.

### **Relocation Leave**

- Upon relocation of an employee and if he/she immediately shifts the family then he/she will be granted not more than 4 days special leave (including intervening holidays and excluding transition period) for settling down in the new place. This leave will be apart from his/her leave entitlement.
- Due care should be taken by HR team while deciding on relocating of an employee so that the intended relocation should cause least discomfort to the employee in terms of children's education and other domestic commitments.

- After finalization of the date of relocation, HR team should inform the concerned authorities(COO/ CHRO) enabling them to do the needful.

### **Temporary stay at the Institution's guest house**

If the employee does not have a place to reside at the new location, he/she will be eligible to stay at the institution's guesthouse for 15 days from the date of joining. Depending on the case specific issue the family/ dependents can stay together at the guest house subject to approval of the competent authority. The extension of the stay can only be made with special permission granted by the COO/ CHRO.

### **Packing, Freight and Insurance**

Actual packing and freight charges by road, rail and air and transit insurance for transporting the household items will be reimbursed by the institution / company. The agencies and cost of packing, freight and insurance will be decided by the institution. However, this issue is case specific and to be decided by the competent authorities.

For this purpose, prior approval of the COO/ CHRO is to be obtained in writing with full details, a copy of which is to be forwarded to HR department. This process should be coordinated with the concerned Administration/HR department with regards to approval of quotation of rates, etc. If damage occurs to an employee's household goods during a move, the employee will be responsible.

### **House Deposit Advance**

The employees can avail an interest free House Deposit Advance up to a maximum of 3 months actual rent towards house deposit. Employees have to produce copy of the rental agreement for proof of having paid rent deposit to the landlord. Advance for this purpose will not be paid if the employee is moving into own house or company/ institution provided accommodation.

Employees should fill the House deposit advance application form and forward the same to HR department / Administration department for approval. HR Department will issue a sanction letter to the concerned Accounts department for disbursement of the loan.

### **Recovery of Advance**

House deposit advance will be recovered from employees' salary in equated monthly installments, subject to a maximum of 10 installments. Employees wanting to foreclose a house deposit advance can do so at their discretion.

### **Exit of employee from the services before completion of one year of regular service**

All the expenses incurred by the institution / company in connection with packing, freight, insurance and other logistics as a part of relocation expenses will be recovered before the finalization of settlement of the employee's dues and till such recovery, under any circumstances the employee shall not be relieved from his/ her incumbency.