

## MOBILE PHONE ALLOWANCE POLICY

### 1. Objective

To enable employees to avail good mobile phone plans which helps them in performance of their duties and allows them to stay connected to their stakeholders.

### 2. Eligibility

All full time employees will be covered in the policy, except for below roles:

- Culinary Operations and Kitchen Operations upto Grade 4
- Call Centre teams upto Grade 4. Assistant Team Lead and MIS roles will be covered under the policy
- VAM and Catalog teams upto Grade 4

### 3. Guidelines on Mobile Phone Allowance

- The amount will be paid along with monthly salary and will be exempted from Tax, subject to submission of mobile phone bills at the end of the year
- In case of non – submission of bills, the amount will be taxed at the end of the year.
- In case the bill value is lower than the allowance, balance allowance will be taxed as per Income Tax Act, 1961
- In case the mobile phone bill value is higher than the allowance, the tax exemption will be provided upto the mobile phone allowance entitlement only
- The mobile phone allowance credited to employees will be as follows

Grade	Mobile Phone Allowance (Per Month)
Grade 1 to 9	INR 600
Grade 10 and 11	INR 750
Grade 12 and 13	INR 1000

### 4. Guidelines for Bill submission

- Mobile phone connection must be in the name of the employee. Both postpaid and prepaid bills will be considered. The bill should reflect the employee name and the official mobile phone number.
- Mobile allowance will be applicable only to one mobile phone number which is used for official purposes
- Employees will be required to submit bills at the time of investment proof submission (twice a year), details of the same shall be shared with employees from time to time
- In case an employee leaves before the year end, the bills will have to be submitted during the exit process.

## 5. Disclaimer

- The allowance is taxable as per IT Rules and to be effective 1st October 2019. The policy also supersedes all past practices on any mobile allowances provided by the company and restricts retrospective changes.
- This Policy is subject to change at any given point of time by Swiggy. The decision of the company shall be final and binding. Any deviations from the policy will have to be approved in writing by the Head of HR. Any amendments or additions to this policy would be communicated in writing and shall form a part of this policy.