

## DOMESTIC RELOCATION POLICY

### 1. Objective

- The purpose of this policy is to provide a framework for assisting domestic relocation benefits available to new hires (basis eligibility) (Regular Full Time Employees) at the time of hire or to existing full time employees of Swiggy who are being re-located for a permanent assignment due to business needs, within India.
- The guidelines in this policy will facilitate the employees and their families move to the new location and settle down easily.
- This policy is effective from 1st August 2019.

### 2. Eligibility

- **Existing Swiggy Employees** - This policy is applicable to all existing Regular Full Time Swiggy employees **across grades** who are shifting from one city to the other for a business requirement
- **New Hires** – This policy is applicable to all new hires (Regular Full Time Employees and Fixed Term Consultants (FTCs) for all grades who are moving from one city to the other to join Bundl Technologies
- **Campus Hires** – This policy is applicable to campus hires who are joining Swiggy at and moving from one city to the other at the time of joining
- This policy DOES NOT apply to employees changing accommodation within the same city/ town due to personal reasons.

### 3. Definitions

For the purpose of this policy:

- “Family” refers to the employee’s spouse and children upto maximum of two.
- “Location” refers to a city or town or other populated area. It does not refer to an office or a house
- “Relocation” refers to long-term, permanent movement from one location to another
- “Current Location” refers to the current Location where the new joiner /employee is situated
- “New Location” refers to the Location the employee is moving to
- “Vehicle” refers to either a passenger car referred as 4-wheeler or a 2-wheeler

## 4. Relocation Assistance

Below are list of the **Relocation Assistance** provided to a new hire/ employee

- Pre joining relocation trip (Applicable for Grade 9 & Above)
- Relocation travel for employee & family
- Relocation Accommodation for employee & family
- One time Movement of goods for household items
- One time Movement of Vehicle
- Brokerage for residential accommodation

Overall limits for Relocation Assistance are as below:

Grade	Reimbursement Max limit (Rs.)
Grade 1-5	80,000
Grade 6-8	200,000
Grade 9-10	300,000
Grade 11-13	400,000

Guard rails of the Relocation assistance line items:

Grade	Pre-relocation Travel & Accommodation	One time Air travel	15 Days Accommodation – Stay & Boarding	Movement of Goods	Movement of Vehicle	Brokerage for residential accommodation (Maximum Upto)
Grade 1-5	Not Applicable	As per Annexure A	As per Annexure B	Actuals, upto the overall limit	1 Vehicle (2 Wheeler or 4 Wheeler)	Rs. 15,000
Grade 6-8	Not Applicable				1 Vehicle (2 Wheeler or 4 Wheeler)	Rs. 30,000
Grade 9-10	Applicable				2 Vehicles (2 Wheeler + 4 Wheeler)	Rs. 40,000
Grade 11-13	Applicable				2 Vehicles (2 Wheeler + 4 Wheelers)	Rs. 50,000

- **Relocation Assistance Options for New hire / employee**  
New hires/ employees are entitled to avail one of the two options for relocation assistance detailed below. It is an 'either-or' package.

- **Option A: Self Managed Relocation Assistance (SMRA)**  
The new hire/employee is provided with a fixed amount to cover all expenses related to relocation. This option is to provide employees the flexibility to manage relocation per their individual needs. Employee is requested to incur expenses with the said monetary limit & claim for reimbursement of the same. The reimbursement claim needs to be submitted along with the original bills **within 3 months** for the date of joining.
- **Option B: Company Managed Relocation Assistance (CMRA)**  
In this option the company Administration team provides necessary support to the new joiner /employee for relocation, such as flight bookings, Movers & packers identification, accommodation booking etc.

Below are details of the Relocation Assistance provided under both the options:

## 4.1 Pre-joining Relocation trip

- Only New joiner employees at Grade 9 & Above are eligible for this relocation assistance
- New joiners are eligible to undertake a single Pre-Relocation Trip from the Current Location to the New Location.
- Two-way Air travel, Accommodation & Boarding for two days, for self & one family member will be provided to the new joiner as per company standard guidelines and are given in Annexure A
- The objective of a Pre-Relocation Trip is to search for accommodation, schools (for children), and any other requirements in the New Location.

## 4.2 Relocation Travel

- New joiner / employee is eligible for one time travel from current location to new location for self and family
- New joiner/ employee will be eligible for one time travel between airport / railway station / bus stand to their place of accommodation at both current location and new location
- For any other travel apart from the above two travels, employee will have to make the necessary travel arrangements during their stay at the company arranged hotel/ guest house for the period of 15 days. Company will not reimburse these expenses.
- Travel limits will be applicable as per company standard guidelines and are given in Annexure A

## 4.3 Relocation Accommodation

- New joiner / employee is eligible for a maximum of 15 Days stay at new location
- Relocation accommodation is for self and family
- New joiner / employee is also eligible for food expenses, for all 15 Days, which need to be supported by appropriate bills.
- In the unlikely event of an employee overstaying in the transit accommodation, the employee would have to bear the charges as applicable directly to the hotel.

- Accommodation limits will be applicable as per company standard guidelines and are given in Annexure B

#### 4.4 Relocation of Goods & Vehicle

- New joiner / employee will be eligible for reimbursement of house hold goods & vehicle
- Employee will have to bear the expenses towards re-registration and interstate tax for the movement of vehicle
- Cost for any small handy man services which include installing television, water purifier, washing machine, hanging paintings on wall, air conditioner fixing or removal, tuning piano, assembling and disassembling furniture with professional help is not covered in the policy and will have to be borne by the employee.
- The company will not be responsible for any damage of goods during the movement.
- In case new hire/ employee is not claiming for relocation of Goods or vehicle, they can claim for expenses incurred due to extra baggage.

#### 4.5 Brokerage for residential Accommodation

- The relocating employee, on producing the original brokerage bill, will be entitled to a one time brokerage payment.

### 5. Relocation Leave:

The relocating employee is eligible for two days of Relocation Leave. This time away from work is provided to enable new employees find a permanent accommodation, meet family errands and settle-in in the new working city. This leave has to be availed within three months of joining the organization or from the date of permanent transfer and can be taken as 2 one days leaves also.

**Below is the applicability of the policy in case of transfer:**

Particulars	Company Initiated- Existing/New Hire (Professional Reasons)	Self- Requested Transfer (Personal Reasons)
Pre joining relocation trip	Yes as per applicable grades	No across grades
Relocation travel	Yes	Yes
Relocation Accommodation	Yes	No
One time Movement of goods	Yes	Yes
One time Movement of Vehicle	Yes	Yes
Brokerage for residential accommodation	Yes	No
Relocation Leave	Yes	Yes

## 6. Procedure for availing Relocation Assistance

- For New joiner the relocation assistance is facilitated by Recruitment SPOC
- For Campus hire the relocation assistance is facilitated by Campus relationships team
- For existing employees, once the relocation date is confirmed, the HRBP educates the relocation-related eligibility limits and process with the employee on need basis. The HRBP also connects the employee with the respective Travel Desk / Finance team on need basis.
- Relocation assistance reimbursement claims are reviewed by Finance team and the amount is credited to the employee's bank account
  - If the expenses are in order, approved by all approving authorities and all documents are submitted, the claim will be processed as per the reimbursement cycle.
  - If the expenses are not in order, mail is sent to the employee for the required documents or explaining the reason for rejection. The claim is processed once the required documents are provided.

## 7. Recovery:

- In case the employee chooses to leave Swiggy within one year from his/her date of joining/effective date of relocation, then all expenses incurred relating to Relocation (paid by employee or organsaitions), including flights, accommodation, transportation of good & vehicle, pre-joining trip and brokerage, etc. on actuals will be recovered in his/her full and final settlement. In case the employee choose to leave Swiggy between 13th month to 24th month, the expenses incurred relating to relocation will be recovered on pro-ration basis in full and final settlement.

## 8. Miscellaneous:

- In case the new joiner / employee decides to travel first and relocate the family at a later date, he/she can do so within 3 months of his/her travel. However all the benefits under relocation assistance will be provided only once. Eg. Relocation of Goods & vehicle needs to be done in one go.
- New joiner / employee should claim for relocation expense reimbursements within 3 months of date of joining/relocating
- For travel-related clarifications, please drop an email to [travel@swiggy.in](mailto:travel@swiggy.in). For reimbursement queries, please drop an email to [sathwik.sk@swiggy.in](mailto:sathwik.sk@swiggy.in) / [reimbursement@swiggy.in](mailto:reimbursement@swiggy.in)
- In case new joiner / employee us found violating the provisions of this policy or misusing this policy for personal gain will face disciplinary action, up to and including termination from the services of the company.

## 9. Exceptions

- Any expense above the relocation budget or duration will be routed through the HRBP to Head of HR & CFO.

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.

## Annexure A : Eligibility Grid

### 1. Travel Eligibility Grid – Flight:

For Train / Bus :

Grade	Criteria (Hours)	Mode of Transport	Class	Cost (INR)
1 to 4	<8	Train / Bus	AC / Sleeper	INR 2000

For Flights:

Grade	Mode of Transport	Class	>5 working days (INR) (For one way travel)		0-5 working days (INR) (For One way travel)	
			Time		Time	
			<1 Hr	>1 Hr	<1 Hr	>1 Hr
For all Grades	Flight	Economy	INR 4500	INR 7500	INR 5000	INR 9000

Note :

- a. In Company Managed Relocation assistance - For all bookings, employee / FTC / recruitment SPOC will be provided with options within +1.5 hours / -1.5 Hours of preferred travel time and employee / FTC / recruitment SPOC are expected to select most economic option and as per eligibility grid
- b. Above limits are applicable for one way travel
- c. Seat assignment and extra baggage is not covered in the policy

## Annexure B: Accommodation Eligibility Grid and Food Expenses:

Grade	Accommodation (Hotel) Maximum booking value excluding Tax (INR)			Food Expenses (INR per day per person)
	Large Metros*	Metros**	Other Cities***	
1 to 4	3,500	3,000	3,000	500
5 to 9	5,000	4,000	3,750	500
10 & 11	7,000	5,000	4,500	500
12 & 13	10,000	10,000	7,000	500

\*Large Metros: Mumbai & Delhi

\*\*Metros : NCR (Excluding Delhi), Bangalore, Kolkata, Chennai, Hyderabad and Pune

\*\*\*Other Cities : Rest of the cities

Food expenses need to be supported by bills.