

Global Mobility Policy

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Introduction

Business demands may necessitate that employee's travel overseas for executing on-site assignments operating from the Company's own offices or client's workplace. This involves a number of related

Activities to be seamlessly coordinated

- Travel plays an important role in accomplishing the Company's business mission, the professional enhancement of its employees, and in carrying out administrative responsibilities.
- When conducting business on behalf of the Company, employees are expected to use good quality services and accommodation appropriate for the business to be conducted. However Employees are advised not to consider international travel as:
 1. Luxurious travel
 2. Income source or
 3. Holiday tour
- International travel will be purely for business & official purpose
- Good judgment and ethical practices on the part of each Employee remains the most important factors in controlling travel expenses
- Control of travel authorization is the responsibility of each department head

Purpose

To establish guidance and policy while traveling on official business and to provide procedures for the approval, reimbursement, and control of travel expenses.

Scope

This policy applies to all Appshark associates on all of their international travel arrangements on approved Company business, regardless of the source of funds, duration of travel or business purpose (e.g. conferences, visiting other Companies, research, generating Company income, consulting, professional development, Training, etc).

Types of Travel

The policy types we studied include the following traditional and emerging forms:

- Long-Term Assignment: Relocation from one country to another for the length of assignment—typically one year or more.

- Short-Term Assignment: Relocation from one country to another for the length of assignment—typically up to one year.

US B1 Travel Process

Process Task	Responsible	Details	SLA
Candidate selection for onsite project	Operations team	Once Associate is identified for an onsite project he/she is advised to meet HR team to raise a VISA request.	Date of selection
Intimation to HR team	Operations team	HR team is notified about the Onsite requirement and the candidate details	Date of selection
VISA Agreement	HR	Discusses the agreement that is to be signed by the Associate before VISA application	DOS+1
Documents collection	HR	HR collects the below given documents for VISA application 1. Passport scan or photo copy 2. Previous employer address, supervisor name (if available)	DOS+2
VISA application	HR	HR team needs to fill the application in presence of the Associate	DOS+2
Documents for B1 VISA interview (US)	HR	Provides the following documents to the Associate for VISA finger prints and interview 1. DS 160 confirmation page 2. Bank receipt after the payment of Visa fees (Not required if paid online) 3. Letter from Employer inviting the employee to US (Doc to be signed by MD) 4. CEO Invitation letter (Color Print out to be taken on Executive bond paper from outside office) 5. Bank Statement of company –	

		AppShark (6 months). 6. Business Cards (If applicable)	
B1 VISA Finger prints session	Associate	Attends the VISA finger prints session with the following documents : Passport : DS 160 : Interview schedule copy : Any ID proof	Scheduled date
B1 VISA interview	Associate	Attends the VISA interview with the following documents 1. DS 160 confirmation page 2. Bank receipt after the payment of Visa fees (Not required if paid online) 3. Letter from Employer inviting the employee to US (Doc to be signed by MD) 4. CEO Invitation letter (Color Print out to be taken on Executive bond paper from outside office) 5. Bank Statement of company – AppShark (6 months). Business Cards (If applicable) 6. Passport 7. Company ID card	On the scheduled interview date
B1 VISA stamped	Associate	Communicates to the HR team as soon as the stamped passport is received	On receipt of the passport
Travel confirmation	Operations team	Communicates the travel dates to the Associate and HR after client interaction	
Schedule Travel orientation session	HR	Schedules a travel orientation session and communicates to the Associate. If required the session can be conducted in parts to help the associate to scale to the required professionalism	10 days prior to travel date
Ticket booking	Travel Desk	Book the travel tickets and Insurance as per the travel dates received.	

HR interaction	HR	Has a discussion with the Associate to communicate the travel policy and the travel agreement	At least 2 days prior to travel
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VISA

Short Term - Business Visa:

Associates are required to travel to international client locations for conducting authorized business of the company. In case of short term assignments at international locations where associates require a Visa for the travel, Company opts for a business visa.

Long term- H1/L1

In case of Long term client requirements Associates may need to travel for a long term which can be more than one year. Company opts either H1/L1 VISA depending upon the client and project requirements.

Associates are expected to work closely with the Administration staff in filling the visa application forms and completing other visa formalities. Company will bear/reimburse all expenses incurred for any fees.

Spouse Travel (Domestic & International):

The associate will bear all expenses related to travel, insurance, visa, accommodation etc. for his/her spouse. The Company will not bear this expenditure, and the bills have to be cleared directly by the associate. (The Company can make travel arrangements at the request of the associate, so that he/she can benefit from discounted rates.)

The Company will not issue an invitation letter to the associate for spouse travel, but company can issue a 'no objection' certificate stating that there is no objection to the spouse accompanying the associate, and that the associate will bear all expenses.

The Company will not be responsible for the spouse travel in any manner whatsoever.

VISA Delays

In case of delay in the stamping for conversion of VISA type from B1 to L1 in case of US and from Business Visa to Work Permit in case of EUROPE / APAC, where the employee has to travel to India for the stamping:

- Employee must report at Appshark office and keep HR and the reporting manager posted. Proof of delay is necessary. Employee can work at Appshark office for a period of 2 to 3 weeks. During this period, the employee shall get his/her full Indian salary and the per diem allowances shall cease temporarily

- Should the delay continue beyond 2 weeks, employee will be moved back to offshore role at the appropriate comp level, paid to the specific level / role? ·
- On receipt of Visa, employee will be reinstated on the payroll of the respective country as soon the required norms as per the regional law are finalized. Till then the Associate will be on the Indian payroll with per diem payments

Terms and Condition of Travel:

Before proceeding to overseas assignment the Associate will be required to give the company, a written undertaking for dedicated services to the client/company, post completion of the onsite assignment the associates needs to continue service with the company for 12 complete months. The details of such assignments including reimbursement of necessary expenditure wherever applicable will be communicated to the Associates by the HR before proceeding on such assignments.

If Associate resigns and leaves the company within 6 months he/she has to repay the company 100% of the travel + Insurance expenses + any perks offered, 75% of travel + Insurance + any perks offered expenses amount between 6 months to 9 months and 50% of travel + Insurance + any perks offered expenses amount between 9 months to 12 months.

Travel Cash Advance:

While Traveling -Conveyance to Airport

Cost of conveyance to and from the airport at Hyderabad shall be reimbursed on actuals, based on the shortest route possible and limited to a sum of Rs. 850/- per trip. In case the employee uses own conveyance, the amount that can be claimed without bills is Rs 500/- per trip. This is not applicable if conveyance is provided by the company.

Short and long Term Assignments

The Associates traveling are entitled for an advance depending upon the country and duration of stay. The advance may range from US \$700 to US \$1000, as required. No fresh travel advance shall be extended to an employee who has unsettled or pending advance and / or tour expenses statement to be settled at the time of travel.

Travel advances shall be disbursed to assist travelers in meeting their travel expenses. The Finance department shall make the arrangement of advance. An advance shall be issued one working day prior to the day of travel.

Additional amount: Also, during the assignment, if the Associate requires any extra amount company will assist the Associate by debiting the amount in the travel card, if the amount is going to be over and above the actual per diem the extra amount will be recovered from the

Associates travel post the assignment or in case of long term post the onsite salary being effective.

Any unused cash advance must be returned immediately to the Finance department within 7 days after completing the trip. An advance shall not be issued to any associate who has an advance outstanding in his name. The settlement need to be done using the prescribed form with all supporting bills and documents.

However, the the additional allowances requests will be considered, if:

- Duration of the stay is extended
- Advance allowance already sanctioned is insufficient
- Timesheets have been submitted and approved on regular basis

Any advance paid shall be adjusted till fully recovered with the agreed payments(perdiem/weekly); payment will commence only after that. All payments shall be sent only to the Travel card

Compensation

If the travel is for a client requirement; in the client location, the travel is sponsored by the Client, the associate will be provided with tickets, and will be paid a per diem amount which varies by country and other factors. Under the per diem model, associate will be financially responsible for food, accommodation and commute.

While serving the Company, Associate is expected to give and devote the whole of the work day exclusively to the duties with the Company and shall not engage directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall the Associate undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.

During Short term Assignment

During an onsite visit, associates continue to receive complete salary at Company offshore, if the travel duration is short term (typically, 90 days or less), in case of any further extension in the assignment the Compensation details will be disclosed to the Associate, on case to case basis.

Situation A

For client sponsored trips, a fixed Per-diem allowance as mentioned in Annexure 1 is paid to the associate for the number of calendar days stayed abroad. The Per-diem (daily) rates depend on

government regulations at the client location. Exemption from tax would be available to the extent of actual expenditure incurred. Associates are expected to keep a copy of all the bills for the expenditure incurred.

The below benefits will be offered to the Associate

- Per Diem amount will be paid for the calendar days spent in the client location
- A nominal Accommodation charge will be deducted from the per diem provided - \$20
- Complete Insurance cover during the Onsite stay

Situation B

For company sponsored trips the Associate will be paid on weekly basis as mentioned in Annexure 2 and company will provide guest house to stay and support food and commute during the onsite stay.

It is required that the Associate produces valid bills for tax purposes

AppShark Sponsored Travel benefits

- Weekly advance -\$100
- Accommodation, Food, commute will be taken care by the company
- Indian Salary will be full

Compensation for Long Term Onsite assignments/Deputation: L1 B/H1 B

For travel involving a longer duration (greater than 90 days), a compensation structure will be presented to the associate as per the approved minimum wage in the location, the salary breakup structure will be decided by the Payroll/finance team on case to case basis to comply the regional laws.

The US Depute will be entitled for a one month/till they get their SSN whichever is earlier of the below mentioned support /benefits from the company

- Travel Fare (one way for associate only) + 2 months Medical Insurance
- Accommodation, food and commute for 2 weeks/ till SSN is received
- Indian Salary- for the first 1st month
- Onsite salary will be effective from the 2nd month onwards.
- US salary is paid biweekly to the Associates once the US payroll is active
- In Other country as per the regional labor laws the salary will be debited

Revising the Onsite Allowances

The Finance Department and HR department are responsible for fixing and revising onsite allowances. Following aspects will be taken into consideration before fixing the allowances:

- Country specific cost of living
- Provision of accommodation/ conveyance/ boarding by the company/ client

- Tax liability, where applicable, on a case-to-case and country-to-country basis

Activities after reaching the Onsite location

Short term activities

- Ensure to maintain all expenditure bills from the date of travel to the date of return
- Complete the HR interaction session with in the first week of travel
- Ensure to carry an ID proof along to all places as a security measure

Long term activities

	US	EMEA	APAC
L1/H1 for US and Work Permit for EUROPE and APAC	<p>The employee shall apply for Social Security Number (SSN) in the US immediately after reporting to the local office.</p> <p>Only after acquiring the SSN, the employee will be moved on to the US payroll and till then the employee will be on Offshore payroll and be eligible for perDiem allowance.</p> <p>The transfer to US payroll will be confirmed by issuing a Personnel Action Notice (PAN) to the concerned US Payroll team. Governed by US policies and laws</p>	<p>The employee shall open a Bank Account immediately after reporting to the local office</p> <p>Transfer to the EUROPE payroll shall be affected only if it is a long term project and the employee needs to work out of customer location.</p> <p>In case the employee is not transferred to the EUROPE payroll, he/she shall have the Indian salary in full and per diem allowances paid in India</p> <p>Specific to Switzerland and Middle East: Employees on Swiss and ME payroll will have no Indian component of salary.</p>	<p>The employee shall open a Bank Account immediately after reporting to the local office.</p> <p>Transfer to Singapore, Malaysia payroll shall be affected only if it is a long term project. Long term meaning greater than 2 Months.</p> <p>In case the employee is on short term, he/she will be paid full India salary and per diem allowances.</p>

Insurance

The employee will be covered under International Travel Insurance which includes:

- Loss of Luggage(part of the travel Insurance, Appshark will not take ownership of this)
- Sickness during travel(part of the travel Insurance, Appshark will not take ownership of this)
- Loss of passport(part of the travel Insurance, Appshark will not take ownership of this)

A Medical Insurance is issued to the Associate from the day the Associate lands in the Host country till his/her service in the Host location for short term projects/assignments.

Long term Assignments

An initial Insurance covering the travel and 15 to 30 days stay will be provided to the Associates. Once the Associate is moved to the onsite payroll, company provided local insurance coverage will be applicable as per the regional laws of the country.

Specific to US: For employees on L1/H1 who are getting transferred to US payroll from first day of landing, the insurance cover from Offshore shall lapse after 15 days. They shall be covered by the local insurance in US thereafter.

Specific to APAC: All employees on Business Visa or Work Permit will have their insurance covered from India for the entire duration of travel/stay. In addition, employees on Work Permit shall have their India MediClaim policy running.

Accommodation & Conveyance:

Travel expenses to and from the airport in Hyderabad can be reimbursed up to a maximum limit decided by the company. Please check with Finance department for the current conveyance reimbursement limit.

At the client location, accommodation will be provided by either Client or Company. Travel expenses incurred for the purpose of client activity will be reimbursed by the company.

If it's a per diem payment or monthly payment individual can choose to pick his/her own accommodation and appshark will pay a complete Per diem without accommodation deduction to the Associate. However, when the Associate opts for an own accommodation, Associate needs to ensure that the assignment is not effected for whatever personal reasons and he/she will be solely responsible for time management and other business related concerns.

Local conveyance incurred by an associate is considered as a Daily Ordinary charge, and exempt from income tax (subject to submission of proof/bills). Associates are responsible for the authenticity of the bills submitted. If these are questioned by the income tax authorities or any other authorities and found invalid, associates will be responsible for any claims arising out of such a situation.

Leaves during onsite visit:

While onsite, it is mandatory that the employee submits time sheets as per NSWB to the reporting manager concerned and he or she will be paid subject to the submission of the weekly timesheets and their approval

Short Term Assignments

Associates continue to accrue leaves at the India office as per their leave eligibility during the period of onsite visit. Associates can use their leave balance at the India office after returning to India. While on a consultancy assignment i.e., on Business Visa/Employment Pass, an employee is not entitled to any earned leave or sick leave, unless and otherwise allowed by the client/company's rules. Since these assignments are typically of a consulting nature, the employee shall be paid only on days worked. Any employee absenting from work will not be paid per diem / allowances for the duration of such absence.

Long Term Assignments

Associates on a long term assignments will follow the client holiday calendar and US leave policy. Rules of the country where the assignment is undertaken and as practiced by the client company shall be applicable to decide the public holidays. This may vary from country to country and from client to client.

Return to Offshore location

The employee may return to Offshore Appshark office in case of the following reasons:

- The date of return is altered for business reasons
- The employee role in the project is completed
- The project has been completed and/or closed

Any personal exigencies that require the presence of the employee in India, In any of the cases, the project manager is the approval authority for such return. Depending upon the context, the project manager will inform the HR team to book tickets with an approval from the respective delivery head. Travel desk shall arrange for the tickets.

Unless required by the Company for business reasons and/or driven by the need of the project, cost of travel to return to Offshore shall not be borne by the Company only for the Associate and not for the Associate's dependents. To clarify, there is no fly back option available to the employee and/or his/her dependents at the cost of the company for any personal reasons including vacation irrespective of the duration of the stay onsite. This has been effective from the inception of this policy.

Recall

Other than the vacation, the company shall be constrained to recall an employee on the following grounds:

- When performance is reported to be unsatisfactory by the client
- On disciplinary grounds
- On prolonged illness

Business requirements may also necessitate change of travel plans.

The Company reserves the right to recall any employee without prior notice and to post them in Offshore Location from the date of return

Accommodation

Organization will provide corporate accommodation where available, for the first 2 weeks of Arrival from the US or other foreign location. If the employee's residence is not in Hyderabad, where corporate accommodation is not available, the employee will find suitable accommodation on his own. The Company will provide for reasonable hotel costs for the initial period of two weeks, deemed as relocation expenses.

Apartment Lease

The employees shall be solely responsible for the apartment they lease during their stay in the foreign country. The employee is responsible for lease breakage if such a situation arises. Employees are encouraged to take apartment leases only 3 months at a time. However, in situations where Appshark recommends the Associate to return to India location on a case to case basis company will support the Associate.

Household Goods / Car

It is the responsibility of the employee to ensure, he/she disposes of his household goods and Automobile (if any) before he leaves the US. The company will not be responsible for such services.

Special Incentive

Any activity by an employee which leads to generation of and results in additional business to the company shall be rewarded by a special incentive, to be decided on a case-to-case basis. This will be decided by the Delivery Head/ Practice head

Full & Final Settlement

Return to the offshore location from a long term onsite project will be considered as end of services in the onsite location which is equivalent to the resignation in the onsite location. This does not any restrictions on the Associate's movement to the same location in future. It is just an account closing mechanism to ensure Associates receive their complete benefits that they deserve from the onsite payroll.

Resignation while being deputed

To protect the interests of the company on issues like, inter alia,

- Effect on customer and future business
- Employee's commitment to complete the project
- Knowledge transfer
- Returning to India after completion of the project
- Replacement of the resource;

Associates will be required to serve a notice period of 3 months if he/she wishes to resign from the services of the company while holding a valid L1/H1/Work Permit irrespective of the travel status and location of the employee at the time of resignation. Employees on Business Visa (B1 in US) are restrained from resigning while on travel or at onsite, they shall be required to return to offshore for initiating the separation process. This is because the Company will be spending substantial amount time and money for the employee's onsite travel, deputation. To this extent, the normal clauses pertaining to resignation/notice period mentioned in the employment agreement/offer/contract shall stand superseded.

In the event of breach of this clause, the company shall claim any and all damages that are incurred by it and that are allowed by law, which may include but not restricted to all costs of replacing the Employee (including all costs of training a replacement), all expenses incurred by Company as a result of the breach (including transportation, lodging and relocation expenses incurred with respect to Employee, Employee's dependents and any replacement worker and his/her dependents), all additional costs incurred to complete a customer project, all lost profits from the customer project caused by Associate's failure to complete the Deputation, costs of disruption or interruption of work schedule, loss of customer business, lost opportunities for additional customer business, and Company's loss of the valuable knowledge and experience that the Association is obligated to impart to other Associates of Company upon his/her return to India.

General Guidelines

Lost or Excess Baggage:

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The Company will not reimburse travelers for items lost while traveling on company business. Company will also not reimburse for excess baggage fees levied by the airlines.

Employee Role

- Timely submission of all documents
- Utmost care to be taken of passport and tickets during the travel, as duplicate tickets cannot be provided
- Loss of ticket would be the responsibility of an employee
- Obtaining Immigration stamp wherever necessary

- Employees are advised to check on the net about their hotels, weather details, security and safety before proceeding to the destination
- Clothing arrangement to be done as per destination weather condition
- Ensure physical fitness before undertaking travel
- Loss of any belongings during travel would be responsibility of an employee

Annexure

Annexure 1- Per Diem paid per diem compensation

A nominal accommodation charge of \$ 20 will be deducted from the below amount

In addition to the below per diem a conveyance ranging from \$20 till \$ 80 will be provided- this purely depends on the level/grade of the Associate.

All 1, 2, 3 and 4 grade Associates are allowed for \$ 20 conveyance

- Per day payment company provided accommodation –
E.g: Below per diem (US)70 – Accommodation \$20 = Final \$ 50 per diem(Covers Food and Conveyance).
- Per day payment client provided accommodation –
E.g: Below per diem (US)70 (Covers Food and Conveyance) Accommodation will be taken care by Clients hence no deductions from the per diem amount
- In case Associate takes the responsibility of own accommodation-
E.g: Per diem (US) 70 will be given to the Associate

Region	Currency	Actuals	8	6,7	5	4	1, 2, 3
North America and Canada	USD	Actuals	100	90	75	70	65
UK	GBP	Actuals	125	113	100	88	75

Annexure II- Appshark Sponsored Travel will have a weekly allowance given to the Associate. AppShark takes care of Food, Accommodation and Commute of the Associate in this category.

Level / Location	8	5	4	1, 2, 3
US Region				
US Region	US\$ 100	US\$ 100	US\$ 100	US\$ 100

Version History

S.No	Date modified	Modified by	Approved by	Version change details
1	2014			First integrated document
2	July 2016	Sripriya.C.K	Gopikrishna Vemuri, Rajanikanth Damera	Included new per Diem charges, Repatriation points and elaborated the existing with details