



## WL1D+ LOCATION FLEXIBILITY POLICY AND SPLIT FAMILY ARRANGEMENT

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

### LOCATION FLEXIBILITY POLICY: WL 1D+

The company will support location flexibility under the following circumstances:

- ❖ Joining spouse at their place of posting
- ❖ Supporting immediate family members who are suffering from serious illness

Location flexibility can be provided for a maximum period of two years for relocation within India where HUL has an operating office, thereby providing a safe working environment and access to necessary infrastructure. Any out of country location flexibility request may be provided only as a transitional arrangement (for less than a year), subject to legal and tax compliance.

The policy is applicable to employees with at least two years of employment with the company and must have demonstrated satisfactory levels of performance. Employees who would like to avail location flexibility must discuss the request with his/her line manager and HR business partner. The request should be made at least one month prior to the requirement with details including reason and proposed location. The line manager will consider the request based on the nature of the job as stated below. For each request, the individual merits of the case as well as modalities to make this work need to be discussed by the line manager and HR business partner. Final approval will be given by the skip level manager.

### JOB RELATED CONSIDERATIONS

Nature of the job is the most important determinant of location flexibility. The line manager will consider the following factors as a guideline to assess whether the job lends itself to location flexibility. These factors should be considered in conjunction and not in isolation.





## Work Outcomes

Jobs which are operational and administrative in nature and require regular supervision are less amenable compared to jobs which are more analytical, strategic in nature, requiring less supervision.

## Nature of Interaction

Jobs which require frequent interaction with multiple stakeholders and customers based in one location are less amenable compared to jobs which have pre-planned, virtual, or less regular interactions.

## Team Structure

If the team is based in one location the role is less amenable compared to where the team is based in different locations.

## Life Stage of Business

Businesses (geographies/ products/ business units) which are at a nascent stage are less amenable compared to those which are more established. Based on these guidelines, factory and field-based jobs will be less amenable to location flexibility.

In case the role is not amenable to location flexibility, the line manager will highlight the same to the HR business partner who will explore other options for the employee in the proposed location. Further, this policy will be subject to the discretion of the Company and the needs of the business. Any exception to this policy will need to be raised by the HR business partner in discussion with the Line Manager and signed off by the HR VP.

## RELOCATION BENEFITS IN CASE OF EMPLOYEE INITIATED MOVE

When an employee requests for location flexibility and the same is approved as per the policy it will be treated as an employee-initiated move. The HRA will be in line with the location that the person will be moving to the following relocation benefits as per the permanent transfer policy (as per latest version) will apply to employee-initiated moves:

- ✦ One-time air fare/ train fare (as applicable) for self, spouse, dependent children from base location to the new location based on actuals
- ✦ Cost of packing, freight, etc. on household and personal items
- ✦ Cost of freight on the transfer of a Company car/ Personal car





- ✦ Free Fortnight (if required)
- ✦ Assistance for Children's School Admission
- ✦ Claiming Brokerage/transfer expenses

The following will not be provided in case of employee-initiated moves:

- ✦ Settling - in Allowance
- ✦ Disturbance Allowance

This is applicable only for domestic moves to operational HUL offices in India. If the said employee moves back to the home location in less than 12 months, the repeat benefit will not be provided. The benefits must be availed within a period of three months from date of transfer.

## SPLIT FAMILY ARRANGEMENT

### Eligibility/Context:

- ✦ The move/transfer is a company-initiated transfer based on business need.
- ✦ The arrangement is temporary in nature and for a duration upto 6 months only, extendable to
- ✦ cover the current cycle of school education of the employee's child
- ✦ Manager moves to the new location of work but chooses to continue to base family in the earlier location.

### Travel

The employee will be eligible for one trip to the family base location for every 12 weeks on split family, with a maximum of 2 return trips in the entire period. The timing for the same must be agreed with the Line Manager. Standard Annual Leave norms as applicable to all India managers apply. Travel bookings must be done through the company travel desk. Travel to & fro airport is reimbursable as per the travel norms. Per diem/daily allowance etc. is not applicable and cannot be claimed during this period. Additional tax if any, on account of the above changes will be borne by the individual.

### Housing

The manager will be provided housing arrangement in the location of role. The





manager will also continue to be eligible for House Rent Allowance of the location of role for WL 1D-2C / HRA as per the Benefits Envelope of WL 3+ employees.

In locations where guest house facility is available, manager is expected to avail the same. Meals, laundry, and all other expenses including perquisite tax applicable are to the employee's account. In locations where the guest house facility is not available, a nominated hotel arrangement will be made.

### **Transfer norms**

The norms as applicable in case of Domestic transfer policy for a manager on split family arrangement will be applicable.

### **Budget & Administration**

The respective business will bear the above costs. HR Business Partner will coordinate with the workplace services team for guest house/nominated hotel arrangement.

**-END-**





## FAQ's:

### **Q. Are employees below WL1D+ eligible for this policy?**

A. Typically, roles below WL1D are operational in nature and hence are not eligible for this policy.

### **Q. Who are included as part of immediate family?**

A. Spouse, dependent children, and dependent parents are considered as part of immediate family.

### **Q. What if more than one member of the team requests for location flexibility?**

A. It is important to balance flexibility in the team, if more than one employee in the team requests for location flexibility, the line manager will apply his/her discretion to approve the same, subject to the needs of the business.

### **Q. Is location flexibility restricted to where HUL has an operational office?**

A. HUL offices like Head Office, Regional office, Enterprise Technology Solutions Centre, R&D Centre, Bangalore, Factory units will be leveraged while providing location flexibility. This will ensure a safe working environment, access to necessary infrastructure. The employee will also will not feel isolated from the rest of the organization.

### **Q. Will location flexibility be provided if an employee has just moved into a new role?**

A. If the eligible employee has just moved into a new role, he/ she may take up to 3 months in the new role to familiarize with key aspects before working from another location. The line manager can take a call if the person is ready in less than 3 months and enable location free working.

### **Q. What are the supporting ways of working that will enable location flexibility?**

A. Virtual ways of working with pre-decided time and frequency of interaction through MS Teams/Skype/ Jabber/ telecon/ VC etc need to be agreed by the Line Manager and the team to enable location flexibility. The number of business trips that the company will support will need to be agreed between the employee and the team head (WL 3+) basis availability of budgets and other appropriate considerations.





**Q. In case an employee who does not meet the eligibility criteria requests for location flexibility, will it be considered?**

A. The line manager will evaluate the same based on the request raised by the employee (which includes reason for location flexibility, duration for which it is required, time spent in the organization, performance, nature of job etc). If the line manager is convinced, he/she will share it with the HR Partner who will follow the exception process and present the request to the HR VP for approval. Further, this policy will be subject to the discretion of the Company and the needs of the business.

