# Kimberly-Clark India

SUBJECT: MOBILE EQUIPMENT POLICY

EFFECTIVE DATE: 1, January 2016 NEXT REVIEW DATE: 1, January 2018

THIS POLICY APPLIES TO

# ALL EMPLOYEES OF KIMBERLY-CLARK LEVER PVT LTD- KCLL ALL EMPLOYEES OF KIMBERLY-CLARK HYGIENE PRODUCTS PVT LTD- KCH

RECOMMENDED BY

HR Director- KC India Rasika Malhotra SIGNATURE

**AUTHORIZED BY** 

Managing Director- KCLL Suryakant Pandey SIGNATURE

**AUTHORIZED BY** 

General Manager- KCH Vinod Nair SIGNATURE

THE IMPLEMENTATION OF THIS POLICY IS THE RESPONSIBILITY OF  $\boldsymbol{\mathsf{HR}}$  Director-  $\boldsymbol{\mathsf{KC}}$  India

GUIDELINES AND INSTRUCTIONS RELATED TO THIS POLICY MAY BE OBTAINED FROM

HR Director- KC India

QUESTIONS ON INTERPRETATION OR IMPLEMENTATION OF THIS POLICY

QUESTIONS ON INTERPRETATION OR IMPLEMENTATION OF THIS POLICY SHOULD BE DIRECTED TO

HR Director- KC India

THE PERIODIC REVIEW OF THIS POLICY IS THE RESPONSIBILITY OF

POLICY: KCL-HRP-009.00

**HR Director- KC India** 

THE PERIODIC REVIEW OF IMPLEMENTATION PROCEDURE IS THE

RESPONSIBILITY OF

**HR Director- KC India** 

### 1. PURPOSE

This Policy provides details of KC India provisions that are tailored to local statutory requirements and its business conditions.

## 2. SCOPE

This policy applies to:

- All permanent employees of KCLL and KCH working in the country
- Employees from other KC entities on long term assignments in this country. The Policy excludes hourly paid staff.

### 3. LOCAL PROVISIONS

This section provides the details of K-C India's eligibility, reimbursement limit and other provisions tailored to local business conditions:

### COMPANY-FUNDED / INDIVIDUAL OWNED EQUIPMENT

EQUIPMENT	ELIGIBILITY - (KCH)	REIMBURSEM ENT LIMIT PER MONTH	OTHER PROVISIONS	
Mobile Phone (company funded / individually owned)	Marketing PG 13 – 16 ( Mobile Only)	INR 750/-	Claim will be reimbursed on actuals as per the limits prescribed.  Only Voice & data charges to be allowed for reimbursement	
	Marketing PG 11 - 12 (Mobile + Landline *)	INR 1,500/-		
	Marketing PG 10 ( Mobile + Landline)	INR 2,500/-		
	Marketing PG9 and above (Mobile + Landline *)	INR 5,000/-		
	Others PG 13 - 16 (Mobile Only)	INR 500/-	Any other value added services	
	Others PG 11 – 12 (Mobile + Landline*)	INR 750/-	will not be reimbursed	
	Others PG 10 (Mobile + Landline*)	INR 1,500/-	Late fees payment will be borne by the individual	
	Others PG 9 and above (Mobile + Landline *)	INR 5,000/-		
	PG 5 and above	INR 10,000/-		
			Finance will automatically deduct from employee's re-imbursement	

EQUIPMENT	ELIGIBILITY (KCLL)	REIMBURSEM ENT LIMIT PER MONTH	OTHER PROVISIONS
Mobile Phone (company funded / individually owned)	Marketing PG 13 – 16 ( Mobile Only)	INR 750/-	The bill submitted for reimbursement should be in the name of the employee claiming the reimbursement. Any additional charges incurred for special / extra services shall be borne by the employee. Employees are encouraged to use land lines at work place, whenever possible in order to minimize cost.  In case the amount claimed surpassed the reimbursement limit, the same needs to be approved by HR Director.  Any exceptions to this to be approved by HRD
	Marketing PG 11 - 12 (Mobile + Landline *)	INR 1,500/-	
	Marketing PG 10 ( Mobile + Landline)	INR 2,500/-	
	Marketing PG9 and above (Mobile + Landline *)	INR 5,000/-	
	Others PG 13 - 16 (Mobile Only)	INR 500/-	
	Others PG 11 – 12 (Mobile + Landline*)	INR 750/-	
	Others PG 10 (Mobile + Landline*)	INR 1,500/-	
	Others PG 9 and above (Mobile + Landline *)	INR 5,000/-	
	PG 5 and above	INR 10,000/-	

For Sales Employees (KCL+KCH)

Pay Grades	Reimbursement and/or Corporate Plan Limit (INR)	
15 & 14	1,500	
13	2,000	
12 & 11	2,500	
10 & above	3,000	

International travel (calling) routed through Matrix cards. Please refer International Travel Policy.

Individual / Company funded Mobile or Smartphones (Voice Services)

#### Handing over of company funded asset to the employee

Any Company funded assets handed over to the employee would need to be acknowledged by the in writing at the time of handing over the asset.

employee

#### Mode of Payment / Reimbursement

**KCLL** 

All grades : Employees to pay individual bills

Claims to be logged online (Paysquare site) and bills submitted to the HR department for

reimbursement

before 10<sup>th</sup> of every month.

This is paid as a separate payment process every mon

KCH

Company funded connections : Bills to be paid directly by the accounts department. Amounts above the eligibility / not authorised are

be deducted from the employee's reimbursable expenses / employees salary.

**Individually owned connections**: Bills to be submitted to the accounts department for reimbursement of the same.

The allowance reimbursed will be lower of actual amount spent or the allowance eligible.

#### In case the amount of the monthly bill exceeds the eligibility

Any bill amount exceeding the eligibility will be borne by the individual employees

The employee is responsible for the maintenance and safekeeping of the assets. If an employee's device is lost, stolen or damaged, the employee would need to pay the value of the asset

<sup>\*</sup>All the bills to be submitted by 10th of every month.